

Rothwell Schools

# BUSINESS MANAGER

CANDIDATE PACK  
JUNE 2022





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“

No matter what happens the teachers are always here to help

”



# ABOUT US

The Rothwell Schools are comprised of a partnership between the Rothwell Victoria Infant School Nursery & Infant School and Rothwell Junior School, of which both are good schools. (OFSTED July 2021, RVS and January 2019, RJS)

The Rothwell Schools are located in the historic Northamptonshire market town of Rothwell, easily reached from Leicestershire, Northamptonshire, Warwickshire and Bedfordshire.

Northamptonshire was recently placed as third in the country in the Halifax Quality of Life Survey and is one of the greenest counties in in England; with 161 parks covering 1,600 acres.

The Rothwell Schools are part of Pathfinder Schools Multi-Academy Trust and collaborates closely with the Trust Central Team and it's eight other schools.

We are extremely proud of our school community, our ethos, tradition and the outstanding educational provision we provide.

We are fortunate to support the learning of nearly 700 pupils from our vibrant local community.

We employ close to 100 staff, including Teachers, Leaders and Support Staff who enable our school communities and pupils to thrive.

“

It's like learning is a power-up that helps you be stronger

”

“

The kindness in the adults and children

We all care about each other.

”

# OUR AIMS

At Rothwell Schools we are concerned with the **care** and **growth** of **every child**. Our work is aimed directly at **fostering** the **development** of each child **emotionally, intellectually, morally, physically, socially** and **spiritually**, providing the appropriate **learning** situations to achieve this. We **share** an agreed code of **values**, based on a firm belief that we are all **significant individuals**, with **major contributions** to make towards the life of our school.

Everyone at Rothwell Schools has their own aspirations and abilities, and through the provision of an ordered, caring and happy community, we strive to help everyone reach their full potential.

## Our aims are:-

- To encourage the children to value themselves and others within the school.
- To provide a caring community in which all individuals can interact with each other recognising and accepting individual differences with tolerance, and ensuring equality of opportunity for all.
- To create a meaningful, stimulating and safe environment, which provides security and stability for everyone within the school community.
- To provide within the framework of National Curriculum requirements, a broad, balanced and creative curriculum, which will develop learning skills and promote understanding and enquiry, so enabling each child to achieve their full potential. Wherever possible we would try to achieve this through first hand experiences.
- To promote opportunities for children to express themselves creatively and imaginatively with confidence.
- To encourage and motivate children to take increasing responsibility for their own learning and to make informed choices through self-discipline and co-operation.
- To promote in our children, a positive and responsible attitude towards wider community and environmental issues and their own role in society.





# 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



## Colleagues

The children who work hard all the time and give everything.

I feel able to approach Senior leaders about any concerns

The opportunity to grow and ask questions to professionally develop.

The colleagues I work with, the children in my class.

Support of my peers

I love my job - making a difference to the children - and it has the added bonus of fitting around my family life

Compassion & openness

People are helpful, good work-life balance encouraged

Supportive SLT

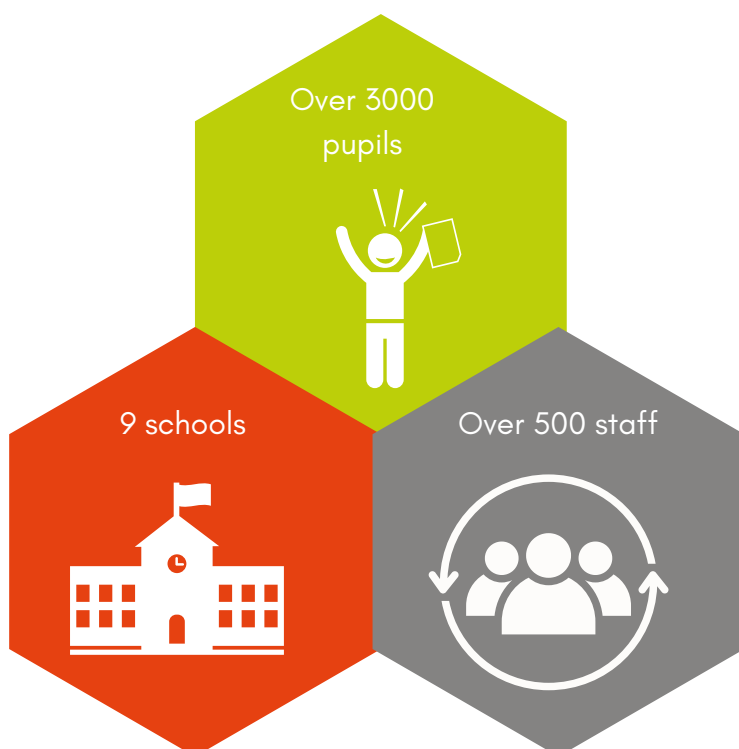
Amazing support staff



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





Are you looking for a new challenge? We have an exciting opportunity to join the Rothwell Schools' Senior Leadership Team (SLT) as our Business Manager.

This is a key role which supports the Executive Headteacher to run the schools in an effective way, enabling the best educational provision for our pupils. This is a new post designed to provide a strategic oversight of the business and operations functions across our Nursery, Rothwell Victoria Infant School and Rothwell Junior School. The post holder will lead in developing our internal processes to ensure effective systems are in place to enable business leadership across our sites.

We are looking for an experienced, enthusiastic and motivated individual who will play an integral role in the school's Senior Leadership Team. The successful candidate will be responsible for a diverse range of activities including financial planning/management, HR, procurement, facilities, and Health and Safety. They will also have management responsibility for administrative and premises staff, whilst acting as the senior support staff colleague in Rothwell Schools.

The appointed candidate will:

- Have the ability to work confidently at a strategic level
- Communicate professionally at all levels, excelling in building effective relationships quickly
- Have experience and skills in financial and accounting procedures
- Have experience of and the ability to be responsible for payroll and HR
- Have the experience and ability to take a leading role in the management/compliance of school Health & Safety
- Have experience of line managing staff

We can offer you:

- Well motivated children and supportive families
- Enthusiastic and dedicated staff
- A driven and determined SLT
- Loyal and supportive Governors
- A chance to work as part of Pathfinder Schools
- The opportunity to work with the Pathfinder Schools network of Business Managers and the Pathfinder Schools Central Team, including CFO, HR Manager and Governance Professional.

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

Salary-Grade J Points 27-31  
£31,895-£35,336

Closing date-Friday 1st July 2022 12:00

Interviews-w/c 4th July 2022

Start date-1st August 2022, however, a later start date would be considered.

Responsible to: Executive Headteacher

Reporting staff: Rothwell Schools administrative teams and Rothwell Schools site teams.

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 Rothwell Schools and welcome visits from prospective candidates. If you have any queries or would like to arrange a visit please email

[Parents.rjs@rothwell.pfschools.org.uk](mailto:Parents.rjs@rothwell.pfschools.org.uk), marking the email for the attention of Ashley Izzard-Snape, Executive Headteacher of Rothwell Schools.

# Advert cont.



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 Rothwell Schools is available through the below web address.

<https://www.rothwellschools.org.uk/files/92/Statutory-Documents/580/Rothwell-Schools-Safeguarding---Child-Protection-Policy-2020-21.pdf>

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.*



## Job Description

**Responsible to:** Executive Headteacher

**Responsible for:** Rothwell Schools Administrative Teams and Rothwell Schools Site Teams.

**Salary-**Grade J Points 27-31

### 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 Executive Headteacher in all aspects of school operations and operations.

### 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 Rothwell Schools and Pathfinder Schools.

### Key duties

#### General Duties Leadership & Strategy

1. When required 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 Executive Headteacher in planning and managing change in accordance with the school development/strategic plan.
4. To lead and manage all none teaching staff

#### Financial Resource Management

1. Evaluate information and consult with the Executive Headteacher, Pathfinder Schools CFO and Governors to prepare a realistic and balanced budget for Rothwell Junior School
2. Submit the proposed budget to the Executive Headteacher and Governors for approval and assist the overall financial planning process
3. Use the agreed budget to actively monitor and control performance to achieve value for money
4. Identify and inform the Executive Headteacher 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 developments
6. Provide ongoing budgetary information to relevant people
7. Advise the Executive Headteacher and Governors if fraudulent activities are suspected or uncovered
8. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
9. Identify additional finance required to fund the school's proposed activities
10. Seek and make use of specialist financial expertise



11. Maximise income through lettings and other activities, including additional income revenue and funding sources
12. Present timely and fully costed proposals, recommendations or bids
13. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
14. Monitor the effectiveness and implementation of agreements

## **Administration Management**

1. Manage the whole school administrative function and lead all support staff.
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
3. Manage systems and link processes that interact across the school to form complete systems
4. Define responsibilities, information and support for staff and other stakeholders
5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources
6. Establish and use effective methods to review and improve administrative systems
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
8. Benchmark systems and information to assess trends and make appropriate recommendations
9. Prepare information for publications and returns for Pathfinder Schools, DfE, LA and other agencies and stakeholders within statutory guidelines.

## **Human Resources**

1. Ensure that all staff policies and procedures comply with the approach of Pathfinder Schools and meet legal and regulatory 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 the importance of putting them into practice
4. Monitor the way policies and procedures are actioned and provide support where necessary
5. Seek and make use of specialist expertise in relation to HR issues, asking for advice and guidance from the Pathfinder School HR Manager
6. To be responsible for accurately maintaining and updating the Single Central Record to ensure that it is compliant with statutory guidance and is inspection ready at all times
7. To be responsible for the maintenance of all staff personnel files, ensuring that they are held securely and meet safeguarding and GDPR expectations
8. Evaluate the school's strategic objectives and obtain information for workforce planning
9. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

## **Health & Safety**

- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- 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 Team, Pathfinder Schools, Governors and where appropriate the Health & Safety Executive
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and 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 and/or</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> </ul>		
Experience		
<ul style="list-style-type: none"> <li>Experience of Managing budgets, financial reporting, procurement and fixed assets</li> <li>Development of strategic financial plans</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>		



# Business Manager Person Specification



Ability & Skills	Essential	Desirable
<ul style="list-style-type: none"> <li>• Ability to think strategically</li> <li>• Ability to prioritise workload, meet deadlines effectively and use own initiative when needed</li> <li>• Ability to lead &amp; work as part of a team as well as managing the performance of others</li> <li>• Ability to demonstrate a positive and professional manner with children, parents, visitors and staff.</li> <li>• Ability 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>		
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 Rothwell 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>		

# Business Manager Person Specification



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>		
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

<https://www.rothwellschools.org.uk/>

## **Rothwell Junior School:**

Gladstone St,

Rothwell,

Northamptonshire,

NN14 6ER

Phone 01536 906699

Email- [Parents.rjs@rothwell.pfschools.org.uk](mailto:Parents.rjs@rothwell.pfschools.org.uk)

## **Rothwell Victoria Infant School & Nursery:**

School Lane,

Rothwell,

Northamptonshire,

NN14 6HZ

Phone 01536 906699

Email [Parents.rvis@rothwell.pfschools.org.uk](mailto:Parents.rvis@rothwell.pfschools.org.uk)