



Rotherfield
Primary School



Federation Business Manager

Newington Green and Rotherfield Primary Schools



**Welcome and information about the Newington
Green and Rotherfield Primary Schools**



Dear Candidate,

Thank you for your interest in applying for the post of Federation Business Manager at Newington Green and Rotherfield. We are vibrant, 2 form entry community schools, in the heart of Islington. We have significantly higher than average numbers of pupils who speak English as an additional language, as well as those entitled to free school meals. Our families come from a very broad range of backgrounds and we pride ourselves on our shared commitment to each other and our schools.

We are advertising for a Federation Business Manager to work across both schools, taking a leading role in our partnership. We are happy to consider either an all-year-round or term-time-only (plus some days), working arrangement.

Our current Federation Business Manager leaves us in at the end of the academic year, to work closer to her home. Leonie has achieved a great deal in her time working with both schools, and we are very sorry to see her go. We hope that handover can be arranged if you are able to start before, she is due to leave, but we are also realistic that you may have commitments in your current role which may make this challenging. If there is no formal handover period, contact can be arranged!

The operations structure has an Assistant Federation Business Manager, an SAO based in each school, and an Admin Officer/Receptionist based in each school. There is also a Federation Premises Manager and an Assistant Premises Manager. The operations team also interfaces with Heads of School, and the Home School Worker on a daily basis.

There is a huge amount of potential to be realised across our schools. Both are good schools, with the capacity to be outstanding. A very exciting journey lies ahead of us, in bringing the potential in our Federation to fruition.

I came into post at Newington Green in April 2010 and have overseen significant change at the school. I became Executive Head at Rotherfield and Newington Green in February 2017, and there has been significant change at Rotherfield since then also. My key role now is to secure the Federation for the future as a vehicle to uplift and improve both schools. This role is crucial in supporting me, and the Heads of School, make our schools great for the children. Our children deserve an exceptional education, and we need the blend of educational and operational/financial skills to achieve this. This is where you come in!

Our curriculum is rich and creative, including specialist teaching in computing, Spanish, music and PE. We run a great range of extra-curricular clubs in both schools. We want to see our pupils develop as whole people; to understand their place in the community and the wider world around them.

I would be really happy to meet you and discuss your application informally over the phone or for you to visit and take a tour at either/both school/s.

I very much look forward to receiving your application,

Abi Misselbrook-Lovejoy
Executive Headteacher



Rotherfield Primary School

<http://www.rotherfieldprimaryschool.co.uk/>

Rotherfield is a vibrant, two form entry school, with Nursery, serving a diverse community in Islington. Rotherfield is situated just off Essex Road in Islington, with good transport links.

Rotherfield is a four storey Victorian building. In the corner of our playground we have kitchen garden beds and fruit trees making our fabulous 'edible garden'. The school has recently refurbished its EYFS playground, all classrooms, and hall spaces and also gets to use some greenspace land opposite the school as an extra playground and outside learning space.

We were rated good at our last inspection (February 2018) and are working hard to continuously improve. Rotherfield has an established partnership with another Islington School (Newington Green). Our Executive Head works across both schools, and we work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!

We have the following staff working across both schools: Home School Worker, Music Specialist, Clubs Manager, Premises Manager, Spanish Specialist, Business Manager, Executive Head, Head Chef and a Computing Specialist.

We run wrap around care from 7.45am to 6.30pm, and have a range of enrichment clubs for pupils to attend.

Our classes have bespoke storage, new furniture and upgraded IT capacity. We have a specialist storage area for teaching resources and staff work area where they can plan and be near resources to select them for lessons. We are also lucky to benefit from a computing space and an art/music studio! We are redeveloping our playground during summer 2021, and the quality of the learning environment will be excellent inside and out!

<http://futurezone.org.uk/>

The very best way to find out if Rotherfield is right for you is to come and visit us! This will give you a real sense of what it would be like to work here. Our Executive Headteacher or Head of School are always delighted to show candidates around and talk informally about posts available.



Newington Green Primary School

www.newingtongreen.co.uk

Newington Green is a vibrant, two form entry school, with Nursery and two year old provision, serving a diverse community in Islington. The majority of pupils are of minority ethnic origin with Turkish, Somalian and Bengali being the largest ethnic groups in the school. The school has approximately 40% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils.

We were rated good at our last inspection (March 2017) and are working hard to continuously improve.

The school had a multimillion pound refurbishment to the main, and 2 subsidiary buildings. The quality of the learning and working environment is now exceptional. Classrooms have bespoke storage, we have a cookery suite, performance hall, gym hall, dining hall, art studio, Spanish Studio, Music Studio, Parent hub, conference suite and group rooms for each year group. All of our playgrounds have also been redeveloped and the quality of the spaces is fantastic for learning and playing.

We have a large kitchen onsite, with an additional room that has cooking facilities for staff and children. We have growing beds for vegetables and want to further develop our food provision.

On our website you will find many of our school policies. In particular the Learning Policy, Behaviour Policy and Marking and Feedback Policy will help give you an idea of how we work and our

expectations here.

In 2016 we began a partnership with Rotherfield Primary School. In this partnership we share staff and resources with the aim of securing the best provision for our pupils. We have the following shared staff across both schools: Home School Worker, Premises Manager, Clubs Manager, Art Specialist, Spanish Specialist, Business Manager, Executive Head, Head Chef and a Computing Specialist.

We run wrap around care from 7.30am to 7.00pm, and have a range of enrichment clubs for pupils to attend.

We work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!

The very best way to find out if Newington Green is right for you is to come and visit us! This will give you a real sense of what it would be like to work here. Our Executive Headteacher or Head of School will always be delighted to show candidates around and talk informally about posts available.



Why do staff work here?

Ciara

I came to Rotherfield as an NQT about 10 years ago and think so highly of the place that I have not wanted to leave!

The school's location in the dynamic borough of Islington means that it is an interesting and diverse area to live and work in.

In my time at Rotherfield, I have been able to develop professionally through leading a range of subjects including Music, PE and Maths; ultimately becoming part of the Senior Leadership Team as an Assistant Head.

The school has a very special community feel, and has become a home away from home for me. There is great parental involvement through the Friends of Rotherfield; a friendly and hard-working staff and a supportive governing body who really care about the school.

Most of all, the children are wonderful and I consider it a privilege to work at Rotherfield Primary School.





Why do staff work here?

Janet- Both Newington Green and Rotherfield staff member

As part of the Subject Specialist Team, I teach Spanish from Reception to Year 6 across the partnership. Teaching every child in two schools every week requires a lot of energy and meticulous organisation but I love the variety this model offers, delivering my subject across the age range, adapting language and activities to each cognitive stage.

As a subject specialist, I'm expected to design and deliver a creative curriculum which complements and enriches that of each main school. I'm supported in this by research-led teaching and learning CPD and we're encouraged to challenge our thinking and practice. The buildings and outside spaces in each school have very distinct architectural styles but both have been modernised to create great spaces in which to teach and learn.

When I started the role, I was struck by the children's growth mindset. I love working with such enthusiastic learners. They amaze me every day!





**Information about the Federation Business
Manager role**



Federation Business Manager

- **Salary Grade Range:** NJC P05/6 (A significant performance allowance, of up to 10k may be considered for exceptional candidate)
- **Actual Salary:** £46,392 to £52,470 per annum depending on experience and skills
- **Contract:** Full-Time, 35 hours per week, all year round (term time only, plus days, a potential)
- **Start date:** Flexible depending on candidate

Newington Green and Rotherfield are primary schools working in partnership in the heart of Islington. We are seeking a Federation Business Manager to work across both settings. We are due to Federate in July 2022, after 6 years of working together. This is a really exciting time to join us as we seek to drive improvement for children in our schools educationally and socially post covid. You will be part of a team of 9 staff working across the 2 schools, and working with a stable and committed leadership team, who have strong success in improving provision.

You are:

- Someone who wants to make a positive difference to children's lives.
- Someone with successful leadership and management experience in a school, or a relevant field outside education.
- Expert people skills- coaching, mentoring, supporting and challenging- while having fun along the way!
- Someone with expert knowledge of financial and administration management
- A creative, flexible, strategic thinker.
- Great at solving problems in positive ways.
- Great at collaborating with colleagues.
- Able to lead on maximising efficiency and creating income.

- Committed to following the school's policies and ethos, whilst helping us make them even better.
- Good at using feedback and support to develop yourself and others.

We offer:

- Pride in our diversity and sense of community.
- A dynamic federation.
- Great children who want to learn.
- Supportive management and Governance, with ambitious expectations.
- A strong sense of teamwork and collaboration.
- A commitment to excellent professional development for all staff.
- Support from our Futurezone Business Leader network (working across 23 Islington Schools)

Visits to the school are encouraged and can be organised by contacting the Rotherfield school office on 020 7226 6620, or Newington Green office on 020 7254 3092.

Closing date: Midnight on 5th June 2022

Interview dates: Likely to be Tuesday 21st and Wednesday 22nd June 2022

To apply for the role, visit www.islington.gov.uk/jobs.

Newington Green and Rotherfield Schools are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants.



Job Description

Position	Federation Business Manager		
Grade	NJC P05/6 (A significant performance allowance, of up to 10k may be considered for exceptional candidate)		
Hours	Full-Time, 35 hours per week, all year round (term time only, plus days, a potential)		
Responsible to	Executive Headteacher/Heads of School		
Key Relationships	Line manager (EXHT) Parents/Stakeholders/Children	Heads of School External partners	Governors/Staff Futurezone SBM

Newington Green and Rotherfield Primary Schools are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.

Purpose of the Post

The FBM is responsible for managing the strategy and operation of the business functions of both schools, including financial management, health and safety, human resources, compliance and administration. Key to this is ensuring efficiency and best-practice in both settings, by identifying and implementing opportunities for joint working and joint procurement.

They will advise on and implement the day-to-day support that enables the schools to operate effectively and efficiently, and that allows other

members of the leadership team to focus on teaching and learning.

They will play a leading role in maximizing income to the schools, through marketing and leading on funding bids.

They will ensure that the main offices of both schools provide a warm, welcoming and enabling service to parents, carers, visitors, governors, staff and pupils.

Duties and responsibilities

Strategic Leadership

- Take a strategic lead over the operation and development of the schools' finance, admin and premises functions.
- Lead on the development of policy relating



to admin, finance, premises and health and safety.

- Directly line manage the schools' operational leads being responsible for their appraisal and professional development and the effective fulfilment of their job descriptions.
- As a member of the Senior Leadership Teams (SLTs), attend leadership team meetings and report to governors as appropriate. Take direction from ExHT and HoS as appropriate. Be an active participant in the leadership of both schools.
- Implement school-wide changes and allocate resources in line with the schools' improvement plans, putting policies and procedures in place and communicating them to staff.
- Take all decisions in line with the vision and values of the schools, and encourage others to do the same.
- Contribute to the marketing and promotion of the schools by developing and implementing a marketing plan, focused on maximising pupil numbers.
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing.

Finance

- Advise and support the EHT and Governing Bodies to set and manage budgets over the long-term that align with and enable effective school improvement:

- » Understand in detail the short and long-term plans for improving both schools.
- » Engage with, understand and advise on the impact of national and local policy towards school funding.
- » Engage with and learn from a range of other settings around resource allocation and income generation.
- » Advise on the allocation of resources to achieve best value.
- » Monitor the budget all year round, advising the EHT where revisions or changes are needed.
- » Forecast future years' budgets, based on the schools' estimated funding and trends in expenditure, to enable the EHT and Governors to make strategic, long-term decisions.
- Ensure tight and effective financial control over both schools, so that
 - » Accounting of income and expenditure is accurate and timely, enabling rapid and effective response to unexpected outturns.
 - » Proper financial controls are observed at all times, in full accordance with regulation.
 - » The highest standards of financial and information security are sustained, to avoid any loss through theft or fraud.
 - » Service contracts, school licences and insurance are effectively monitored.
- Comply with financial reporting requirements and submit statutory returns.



- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money, facilitating joint procurement across both schools, as appropriate.
- Proactively work with other schools and agencies to generate income and achieve financial efficiency, e.g. through joint procurement.
- Develop the transparency, simplicity and efficiency of financial systems and procedures.
- Ensure all relevant staff have the skills and understanding to operate the schools' financial systems and procedures effectively.
- Oversee the control of orders, deliveries and stock levels for both schools.
- Provide finance and admin support to extended schools services and staff.

Admin and Pupil Services

- Improve the quality, productivity, flexibility and efficiency of the admin systems across both schools, by:
 - » Developing consistent, efficient and high-quality operating platforms across the schools.
 - » Improving the use of IT and online systems to drive up performance and reduce cost.
- Improve the quality, productivity, flexibility and efficiency of the admin teams across the schools, by:
 - » Developing cohesion between the teams.

- » Undertaking a review of both schools operational functions, calling on external/Internal expertise where necessary and undertake staffing adaptations as required to facilitate change.

- » Continuously reviewing and improving the functioning of operations teams at both schools, seeking to share best practice and achieve efficiency through joint work streams.

- » Advising on the effective and efficient deployment of staff across the schools, with a focus on flexibility and agile working.

- » Leading on the professional and skills development of staff across the schools.

- Ensuring data protection compliance is active and help the school communities understand how to comply with data protection law. Raise issues with DPO as necessary and track statutory compliance issues.

Premises, Health and Safety

- Line Manage the Schools Premises Manager/s and oversee their continuing professional development.
- Support the EHT, Governing Body and Operations team to:
 - » Ensure full compliance with Health and Safety regulation and best-practice.
 - » Oversee the maintenance of an up to date asset register for both schools, and risk assessments and accident reporting.
 - » Maintain the physical condition of both



schools to ensure a welcoming, clean, high-quality working environment.

» Ensure best value for money in all premises-related expenditure.

» Ensure best value and full regulatory compliance is achieved in all capital spend.

Human Resources

- Develop and maintain a detailed understanding of regulation and best practice around personnel management in schools.
- Advise on HR issues within school and liaise with the LBI Schools HR.
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.
- Support the school to develop and maintain strong practice around equalities legislation and best practice.
- Oversee the maintenance of an accurate and comprehensive Single Central Record of all staff.
- Oversee management of the schools' payroll provision, with the London Borough of Islington's payroll provider, ensuring accurate and timely payment of staff and maximising staff access to all appropriate benefits.
- Oversee and maintain best practice around gifts and hospitality offered to staff.
- Oversee policy and practice around staff absence, minimising this and reducing costs to the school.

- Support the EHT in conducting reviews of the schools' staffing structures to ensure effective deployment of staff and financial efficiency.

Communication

- Ensure the school offices maintain the highest standards of customer service and care.
- Ensure all visitors to the school are welcomed appropriately and proper safeguarding practice is maintained at all times.
- Ensure effective communication is maintained between the admin and premises teams and other staff.
- Ensure the school's internal communication and calendar systems function effectively.

Accountability

- Lead on the production of papers and reports for the schools' Revenue and Resources committee of the Governing Bodies.
- Undertake analysis and interpretation of data, and produce detailed reports, clarifying complex information.
- Attend and contribute to meetings of the schools' Revenue and Resources committee of the Governing Bodies and Full Governing Body meetings as required.
- Provide accurate and timely information and reports to the senior leadership teams of both schools as required.

Values and Culture

1. Lead and manage the operations teams in



accordance with the approach and values of the school leadership teams.

2. Ensure the highest expectations and standards are maintained around financial probity, equalities and safeguarding.
3. Maintain open and honest communication with Governors and school leaders.
4. Maintain a positive, solutions focused attitude to problems.
5. Create an enabling and flexible culture around admin and premises, focused on supporting school leaders, staff, pupils, parents and external agencies to fulfil their functions effectively.
6. Respond positively to constructive feedback.
7. Maintain a reflective, proactive and creative approach to school improvement.

Personal Responsibilities

- To be professional in dress and manner at all times.
- To treat all staff, parents, carers, visitors and pupils with respect and courtesy.
- To be responsible for own career development and undertake training, professional development and other learning activities as appropriate.
- Be aware and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and

data protection, reporting all concerns to the relevant person.

- Be a suitable person to work with children and undertake an Enhanced Disclosure and Barring (DBS) check and other employment checks

The SBM is required to safeguard and promote the welfare of children and young people, promote and inform the ethos of the schools, and follow school policies, especially ensuring that they operate within the schools' equalities policies and the staff codes of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SBM will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the EHT.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which schools face. This job description is a guide to the level and range of responsibilities, which the post-holder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, so as to meet changing circumstances and demands. It will not form part of the post-holder's contract of employment.

Person Specification

Qualifications

- Essential: A degree - ideally in accountancy, business management or a related discipline
- Desirable: A school business management qualification, ideally level 5 or above diploma in school business management or a willingness to work towards this qualification

Experience

- Successful leadership and management experience in a school, or in a relevant field outside education
- Involvement in school self-evaluation and improvement planning
- Line management experience
- Experience of change management
- Experience of contributing to staff development
- Experience of fundraising for schools or relevant organisations

Skills and knowledge

- Expert knowledge of financial and administration management in schools
- Excellent attention to detail
- Detailed understanding of SIMS and FMS
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships with staff and other stakeholders
- Knowledge of legislation and best practice around the management of health and safety in schools
- Knowledge of legislation and best practice around the management of recruitment and employment in schools
- Knowledge of legislation and best practice

around data management and protection in schools

- Knowledge of legislation and best practice around the management of school premises
- Understanding of school admissions and off-rolling systems
- Ability to advise, lead and negotiate on behalf of the schools in external matters such as contracts, procurement and funding bids

Personal qualities

- Commitment to promoting the ethos and values of the schools and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work under pressure and prioritise effectively, continuing to meet deadlines, produce high-quality work and maintain a friendly and professional disposition
- Ability to build and maintain an effective working relationship with a wide variety of people, including appropriate relationships and personal boundaries with children
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality.



How to apply

Application Deadline

Completed application forms must be received by Midnight on 5th June 2022.

To apply

Please apply online at www.islington.gov.uk/jobs. If you need any assistance, please contact Krasi Toneva, Senior Recruitment Adviser at krasi.toneva@islington.gov.uk quoting reference NG/RTH/1053.

Contact

To find out more about the role, please contact either school office to arrange a time (Rotherfield – 020 7226 6620 / Newington Green - 020 7254 3092).

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications, skills, abilities and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the online job listing. Please refer

to those before submitting your application.

Shortlisting and selection procedure

The shortlisting and selection will be made by a panel of senior leaders and Governors. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process.

Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



Matthias Road, London, N16 8NP

Tel: 020 7254 3092

Email: admin@newingtongreen.co.uk

www.newingtongreen.co.uk

Executive Headteacher: Abi
Misselbrook-Lovejoy

Head of School: Mairead McDonnell

Newington Green Primary School

Rotherfield Primary School

Rotherfield Street, London, N1 3EE

Tel: 020 7226 6620

Email: admin@rotherfield.islington.sch.uk

www.rotherfieldprimaryschool.co.uk

Executive Headteacher: Abi
Misselbrook-Lovejoy

Head of School: Joanna Jones



WELCOME TO
**ROTHERFIELD
PRIMARY SCHOOL**
Growing Futures