Bedford High School

A Specialist Business and Enterprise College



To Care - To Learn - To Achieve

Finance and Health & Safety Manager

Vacancy Information booklet

Finance and Health & Safety Manager at Bedford High School

We are looking for a talented, committed, and enthusiastic Finance and Health & Safety Manager to join our senior leadership team. We are looking for a colleague who has the determination to drive our oversubscribed school forward and realise our ambition to be an outstanding, inclusive school.

Our school is based over 2 sites with excellent facilities which include our 3G pitch, beautiful green outside space, dedicated outside classroom and large Bistro food court area. Work will soon be underway which will provide our students and staff with an onsite gym and second food court area. We are also expanding our English classrooms which will be completed by December 2022. Our inclusive values drive our vision and ethos across all stakeholder groups. Positive student/staff relationships, which are based on mutual respect embedding our SPIRIT ethos of Strive, Perseverance, Independence, Respect, Integrity and Tolerance are a key strength of our school. Student and staff voice are used across our school to help inform decisions and shape our school development plans.

We are proud of our CPD programme that allows all staff to develop their practice and expand their skill set. We believe that teaching is a career as well as a vocation and support our staff to succeed and develop as leaders in education.

Dear Colleague

Thank you for your interest in working at Bedford High School.

At Bedford High School we are dedicated to offering our students a high quality education in a well ordered and purposeful school environment. Our values are: To Care, To Learn, To Achieve. We seek to develop happy and successful citizens who will make a valuable contribution to their community. We were judged to be a 'Good' school in May 2018. We are proud of what we have achieved but we are far from complacent and we are acutely aware that there is more to do to achieve our ambition to become an 'outstanding school'. To support our aim, we have extremely challenging data targets, underpinned by strong development planning and rigorous accountability. In return we offer you a committed staff and student body enjoying excellent relationships as well as dedicated, professional, hard-working Governors; you will be well supported.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) which is available on our website at www.bedfordhighschool.co.uk. Please return completed application forms to recruitment@bedford.wigan.sch.uk or by post to Mrs Claire Taylor, HR Facilities & Communications Manager at the school address.

I very much look forward to receiving your application.

Yours faithfully



Mr P McCaffery
Headteacher

Our School

Bedford High School was established in 1976 when it was formed by merging Leigh Boys´ Grammar School and Manchester Road Secondary Modern School, which were located next to each other. The former grammar school buildings now form the U Block and the secondary modern buildings form the L Block.

Our School Values

To Care, To Learn, To Achieve.

Our School Vision

We relentlessly strive to help our students to discover, develop and demonstrate their potential. This is our core purpose. Our aim is for every 16-year-old student to leave us as a rounded individual, who feels excited about the opportunities the world has to offer and is equipped with the qualities, virtues, skills and knowledge to be happy and excel in life.

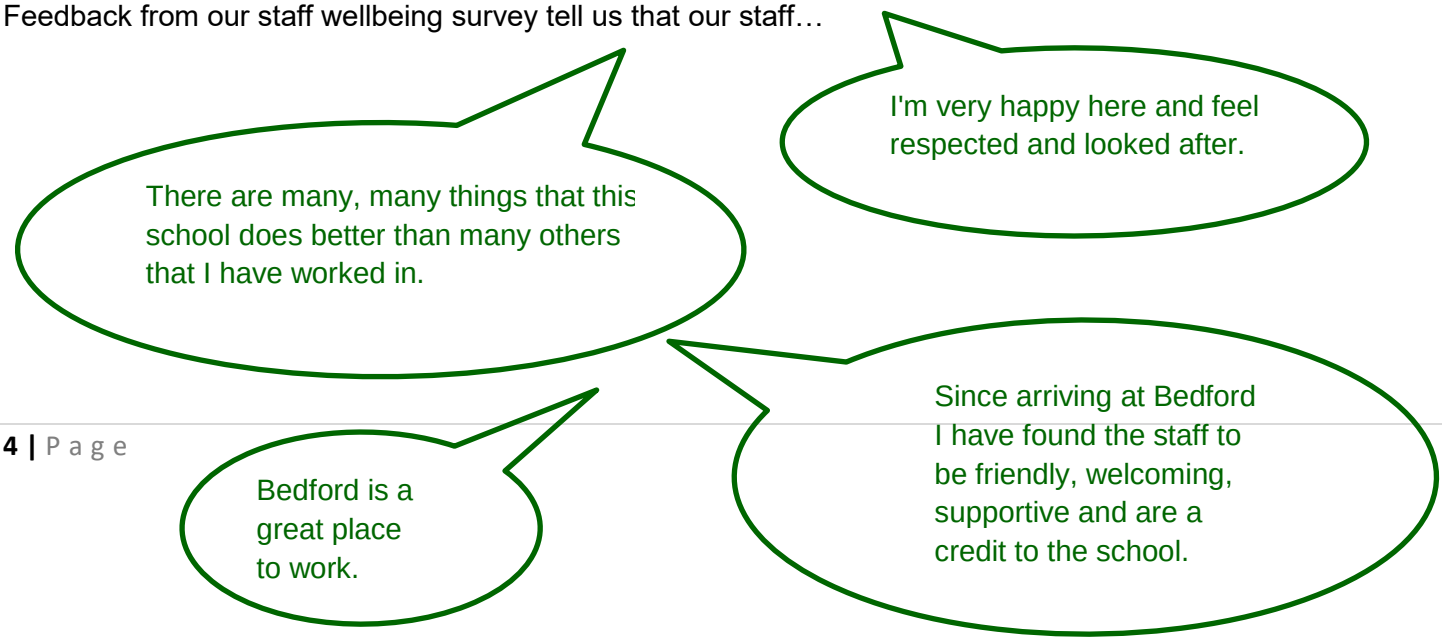
At Bedford High School we put staff first be developing, nurturing and retaining a high-quality workforce, where there is a high-quality teacher in every classroom delivering high quality lessons every hour, every day. There are many opportunities for staff across all departments to make an invaluable contribution to the success of the school, getting involved in different aspects of school life.

Staff Wellbeing

Our fabulous surroundings provide an excellent working environment, which in turn can have a positive impact on our employees' well-being. However, this isn't the only benefit to working with us.

- Membership to Greater Manchester Pension Fund or Teachers' Pension fund
- Employee Assistant Programme confidential advice and support service available by telephone, website and App supporting you and immediate family members 24/7 with legal information for issues that can cause anxiety and distress including debt management, consumer, property or neighbour disputes, bereavement support, medical information, online CBT and counselling sessions along with a Wellbeing portal which offers a virtual library of wellbeing information
- Committed Wellbeing Team with 9 fully trained Mental Wellbeing First Aiders
- Cycle to work scheme
- Family friendly policies
- Staff rewards
- Continued professional development

Feedback from our staff wellbeing survey tell us that our staff…



Job Description

Manager of Finance and Health and Safety

Reporting to:	Headteacher		
Responsible for - Staff	Finance team, IT Network Manager		
Liaising with:	Headteacher, HR Facilities & Communications Manager, Senior Leadership Team, School Governors, other members of staff – teaching and non-teaching, LA, parent/guardians, external agencies		
Grade of post/Salary:	G12	**Gauge**	
Hours:	37 hours per week, full year		
Contract:	Permanent		
Disclosure level:	All offers of employment are conditional subject to an enhanced disclosure with child barred list, appropriate overseas checks, medical, relevant qualification certificates and references satisfactory to the school. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures.		
Base	Bedford High School		
Date:	June 2022		

Role Title:	**Manager of Finance and Health and Safety**
Job purpose:	To have responsibility for Health and Safety for the school. To prepare, manage and monitor the whole school budget providing regular management reports to budget holders, Headteacher and Governors. To advise the Headteacher, Senior Leadership Team and Governors on the most efficient use of the school's financial resources. To develop, maintain and implement the robust information and recording systems to support effective analysis, monitoring and evaluation of school functions. To jointly lead on the development and implementation of the marketing strategy for the school and on the development of income generating activities. To assist with the development of policies to maintain and improve support functions across the school. To work as an integral member of the SLT and support and advise in relation to all financial matters affecting the school and contribute to the effective strategic planning, delivery and evaluation of the school.

	To have responsibility for the development of the school premises including its adaptation and negotiating with contractors/outside agencies if required. To oversee the strategic management and development of the school's ICT systems and infrastructure.

Job Outline

Financial Strategic Management and Operations

- Provide leadership of Bedford High Schools Finance and Accounting strategy.
- Ensure that the School financial systems, financial policies and procedures are robust, compliant and support current activities and future growth.
- Lead and develop the finance team.
- Ensure budgeting processes are managed, monitored and reviewed with appropriate reports presented to the Governing Body.
- Manage payroll processes and returns, including all permanent, temporary and fees paid employees.
- Report to Governors on all pay awards and budget implications.
- Have oversight of all matters relating to the management and administration of school finances, including bank accounts, in accordance with financial regulations and to a high standard of efficiency and control.
- Take ultimate responsibility for the school cash management policies.
- Ensure that the regulatory requirements of all statutory bodies are met (e.g. DFE financial and other regulations governing schools and academies, relevant company law and charitable trust requirements as necessary.
- Ensure all statutory funding is received including SEN, LAC, PPG.
- Establish a high level of credibility and manage strong working relationships with external parties including the Local Authority, Auditors, etc.
- Oversee risk management in respect of all aspects of the school's operations.
- Ensure all eligible students are registered for FSM and accurate records of Ever6FSM are maintained.
- Provide strategic leadership in financial growth and management to ensure the long term sustainability and enhanced provision of the school.
- Working with the finance officer, develop and compile budgets and forecasts so that the Headteacher, Deputy Headteachers, Governors and SLT are given timely and accurate advice on all financial and related business matters.
- Be responsible for developing the financial aspects of the SDP, individual action and education plans monitoring their performance, ensuring alignment to staffing and finance plans and presenting regular reports to the SLT and GB.
- Take a leading role in the securing of funds and projects for the school to achieve its goals and objectives.
- Ensure that financial systems within the school, including SIMS (or appropriate alternative systems), meet the requirements of the Schools Financial Value Standard (SFVS) framework, follow sound practice, have clear accountability and are closely monitored.
- To oversee daily maintenance and condition of school buildings.
- To develop, implement and monitor a 5 year rolling plan for the maintenance and refurbishment of the school.

- Further develop depreciation and monitoring of the asset management programme to enable a funded cycle of replacement for major physical assets. Ensure the maintenance of an inventory of school equipment that is up to date and accurate.
- Attend Governors' Asset Meetings and full governing board meetings and additional meetings as requested – including working groups.
- Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and advise the as appropriate.
- Manage all Service Level Agreements.
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of premises services.
- Be responsible for the letting of the school premises to outside organisations and for the development of all school premises for out-of-school use.
- Be responsible for seeking professional advice on insurance and advising Governors of the appropriate insurances for school, implementing the approved insurances, and handling any claims that arise.
- Provide support to potential future development including set up of a Multi academy trust, reviewing and standardising of systems, policies and procedures; establishment of procurement arrangements that will make effective use of the combined purchasing power of all schools within any trust formed.

Health and Safety

- Formulating, monitoring, implementing and reviewing the school's Health & Safety policy and procedures including risk assessments, statutory compliance (H&S, Fire, RIDDOR, COSHH, etc.).
- Communicating regularly at all levels within the school on Health & Safety issues.
- Ensure adequate first aid arrangements are in place.
- Advise, guide and challenge all staff regarding health and safety matters and concerns. Ensuring there are robust systems of risk management in place.
- Devising, arranging and monitoring the termly evacuation drills and overseeing regular testing of the fire alarm systems and equipment. Ensuring all evacuation procedures are well understood and fit for purpose.
- Regularly auditing the school's adherence to Health & Safety procedures. Ensuring all required H&S requirements for site visitors or contractors is complied with, as per current legislation.
- Actively committing to making the school a safe and stimulating environment for staff, pupils and visitors.
- To co-ordinate all documentation regarding school trips including ensuring that risk assessments are appropriately carried out, documentation has been properly completed and presented before governors, liaison with the LA Educational Visits Adviser and appropriate transport has been procured, and all cover arrangements are agreed and confirmed.
- To be responsible for all health and safety issues relating to the site, staff and students, and representing the school at relevant external meetings and conferences.
- To select and ensure appropriate training of fire marshals. Ensuring the continuing availability of utilities, site services and equipment. Assist in ensuring the maximum levels of security of the school's premises are consistent with safeguarding legislation and the ethos of the school.
- Ensure that necessary risk assessment procedures are in place and that staff with designated responsibility for risk assessment are trained in the identification of hazards and associated risks.

- Support the Headteacher in the implementation of disaster recovery and emergency action plans.
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Daily Operations

- To ensure accurate asset management of all school equipment is recorded, up to date and accurate.
- To ensure the IT systems are operational.
- To liaise with appropriate staff and be jointly responsible for whole school event management.

GDPR (General Data Protection Regulation)

- Ensure the school is GDPR compliant
- Arrange appropriate staff training and communicate with staff about all aspects of GDPR. Liaise with DPO, reporting any data breaches and respond to any requests under GDPR including FOI (freedom of information) requests.

Premises Management

- Lead on strategic responsibility for premises management contracts, (which include cleaning, site management and grounds maintenance) to ensure delivery to the highest standard (benchmarked against the contracted requirements where appropriate) in order to maintain an outstanding learning and working environment for students, staff and the community of extended learners.
- To act as project manager for all premises related projects.
- To monitor catering quality and standards to ensure the school is receiving the highest level of service at the most cost effective price in the market.
- To assist in the strategic planning for future development of the school buildings, its resources and service to the community served. To deal with all outside contractors, plan works schedules and supervise their work where appropriate.
- Organise use of the land and buildings as authorised by the Headteacher and Governors and be responsible for obtaining outline specifications for new buildings and premises, planning permission and liaison with building contractors, the architect and officers of central and local government.
- Review accommodation needs by liaising with Faculties and to deliver creative solutions to problems.
- To be responsible for the prioritisation of furniture replacement in accordance with budgetary provision.

Other Specific Duties

- Oversight of data collection for the school census.
- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.
- To promote actively the school's corporate policies.
- To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.

To work closely with the HR Facilities and Communications Manager with joint responsibility for:

- Whole school Marketing/Press
- School events: Open Evening & Celebration Evening
- Whole school Publications

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Person Specification

Manager of Finance and Health and Safety

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Significant experience in finance / health and safety roles at a senior level	E		A, I, R, P, T
Proven experience of managing a large team of staff across a number of diverse areas	E		A, I, R
Experience of preparation of and submission of bids for funding to external agencies		D	A, I
Very high level of competence in ICT systems and procedures	E		A, I,
Evidence of Continuous Professional Development	E		A, I, R
Proven experience of showing leadership skills	E		A,I,R
Experience of working in a school or similar environment		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
Degree in Business/Finance or equivalent recognised qualification	E		A
DSBM or equivalent level of experience relevant to the post	E		A
Willingness to work towards ADSBM		D	A
Recognised management qualification	E		A

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
A detailed understanding of Health & Safety legislation	E		A, I
Knowledge of legislation relevant to Safeguarding within a school environment		D	A, I
Detailed knowledge of financial regulations and codes of practice	E		A,I

A good working knowledge of GDPR and procedures	E		A,I,R

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Excellent organisational skills	E		A, I
Ability to maintain confidentiality	E		I
High level of interpersonal and communication skills	E		A, I, R
Adaptable and diplomatic approach to differing solutions	E		A, I
Willingness to be flexible to work outside the normal working pattern when required	E		I
Ability to use initiative to respond to and resolve a range of long term problems	E		A, I
Ability to organise, lead and motivate a team of staff over a number of areas of work	E		A, I
Ability to work as part of a team	E		A, I
Professional appearance and conduct	E		A, I
A committed lifelong learner willing to undertake further training to suit the needs of the role	E		A, I
Flexibility working outside of normal school hours will be required	E		A, I
The willingness to be generous in time and spirit	E		A, I
A sense of humour and positive outlook	E		A, I
A determination to succeed	E		A, I
Energy, enthusiasm, adaptability and flexibility	E		A, I
A willingness to support the schools aim of strengthening links with the community	E		A, I
The ability to build and maintain effective relationships	E		A, I
The ability to develop effective teamwork	E		A, I
The ability to anticipate and solve problems creatively	E		A, I
The ability to demonstrate loyalty and confidentiality	E		A, I
The ability to prioritise and manage time effectively	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

What to expect

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form. Please complete the application form, we do not accept CV's and return to Mrs Claire Taylor, HR Facilities & Communication Manager at the school address or by email to recruitment@bedford.wigan.sch.uk.

It is important that you tell us about your skills and experience relevant to the role. Please ensure you answer all the questions on the application form and explain any gaps in employment or educational history, as the information you provide will be used in our shortlisting process.

Once we have received your application it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy that you have applied for you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications we receive, if you do not here from us within 4 weeks of the closing date then on this particular occasion your application will have been unsuccessful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit school please email us at recruitment@bedford.wigan.sch.uk and we will arrange a suitable time.

For more information on our school and to take our virtual tour please visit our website www.bedfordhighschool.co.uk

The interview process

Deadline: Tuesday 12th July at 12 noon
Interviews: w/c 18th July 2022
Start date: 1st September 2022

Due to the nature of different roles within Bedford High School, we operate two separate streams for selecting the very best candidates.

For support staff positions the interview process will consist of a formal interview with senior staff members, written and/or verbal tasks and tour of school.

For teaching positions, the interview process will consist of teaching an observed lesson, interacting with students, a formal interview with students, formal interview with senior staff members and tour of school.

All interviews at Bedford High School involve a member of staff appropriately trained in Safer Recruitment.

If you are successful in securing a position at Bedford High School, you will receive your conditional offer letter and relevant documents and information about the new starter process from our Human Resources team. All offers of employment are conditional upon all pre-employment checks satisfactory to the school. A start date will be confirmed in writing on completion of our safer recruitment process.

Our commitment to safeguarding

All offers of employment are conditional subject to all satisfactory pre-employment checks which include an enhanced criminal record with child barred list through the Disclosure and Barring Service (DBS), appropriate overseas checks, medical clearance, references and verification of your qualifications satisfactory to the school. When completing application forms all candidates must provide a full employment history and any gaps to be clearly identified. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations. Applications from all sections of the community are welcome.

Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

As we receive many applications for posts, we regret that we will only be able to contact those applicants who are shortlisted for interview. Therefore, if you have not heard from us within four weeks of the closing date, please assume you have not been shortlisted for interview on this particular occasion.