



# Queen Elizabeth's High School

An 11-18 Grammar School. Original Charter 1589.



## **Vacancy Information Booklet**

### ***School Business Director***

***To commence as soon as possible***

***Full time 37 hours per week, 52 weeks per year***

**Grade 12, Points 33 - 36 (£50,788 – £58,188 pro rata)**

*Queen Elizabeth's High School is entirely committed to safeguarding and promoting the well-being of all of its students. Each student's welfare is of paramount importance. Successful candidates are therefore required to reveal information concerning all convictions and offers of employment will be subject to an enhanced background check by the Disclosure and Barring Service (DBS)*

**Closing Date: 08.00am on Wednesday 27 November 2024**

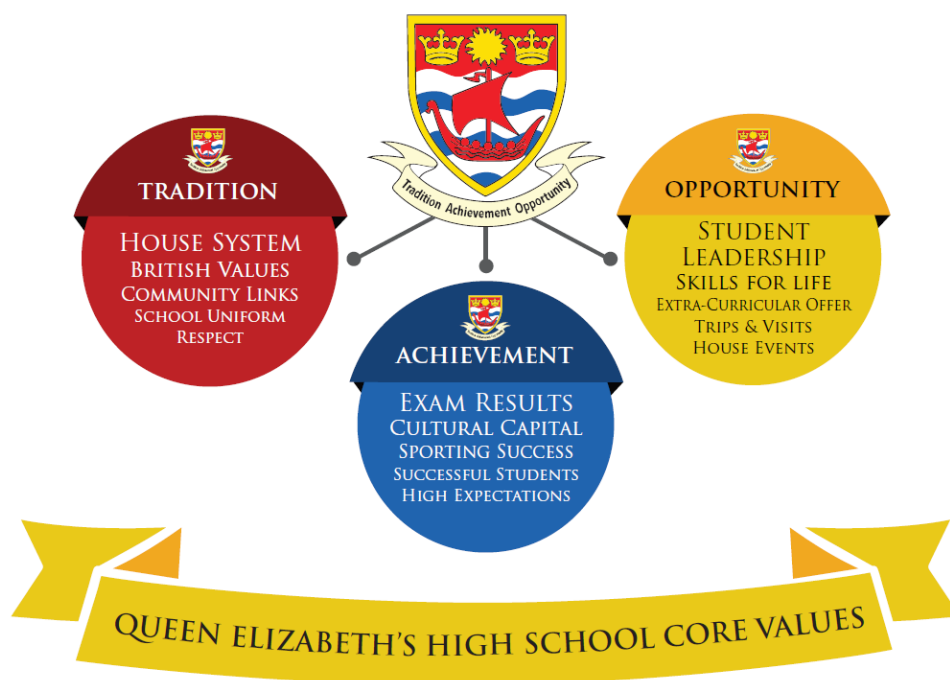
**Interviews to be held on Wednesday 11 December 2024**

## School Vision

At Queen Elizabeth's High School, we aim to offer an outstanding education and to be the destination of choice for academic excellence. This is achieved by providing an environment in which students are academically challenged, well cared for, and are afforded access to a broad range of fulfilling and enriching co-curricular activities.

## School Motto and Values

Tradition Achievement Opportunity



At Queen Elizabeth's High School we aim for high standards in all we do.

- We strive to fulfil the potential of each student.
- We aim to achieve this through a carefully planned, broad education in which enthusiastic teachers use a variety of teaching styles in activities inside and outside the classroom.
- We aim to maintain a friendly and caring atmosphere in which students and staff share a mutual respect.
- When they leave Queen Elizabeth's High School we want students to be well-balanced adults, inspired to continue their learning and able to contribute positively to society.
- Queen Elizabeth's High School is committed to the highest possible standards of child protection.

The selection criteria for student admission to QEHS in Years 7-11 benefits children of staff who have worked at our school for more than two years, or who are recruited to fill certain key posts. See the full Admissions Policy on our school website ([www.qehs.lincs.sch.uk](http://www.qehs.lincs.sch.uk)).

## What Ofsted said.....

In December 2023, the school was inspected by Ofsted. QEHS has been graded as 'Good' in all five of the inspection categories: The Quality of Education, Behaviour & Attitudes, Personal Development, Leadership & Management, and Sixth Form Provision. Therefore, the overall effectiveness of the school is a strong 'Good'.

The inspection team rightly noted that QEHS is a school where expectations around what students can achieve are high, and that students thrive on this challenge and are successful in their academic studies. Just as importantly, it is recorded that students ‘...*get on well together and enjoy each other’s company*’ and that interactions with their teachers are similarly positive and productive. Above all, students attending QEHS were seen to be benefitting from an ambitious curriculum and ‘...*a rich educational experience*’ that serves to develop their confidence, character and to broaden horizons.

Following on from two consecutive years of outstanding examination results and a top ten regional placing in *The Sunday Times Parent Power Survey*, the findings of this Ofsted inspection serve to demonstrate just how amazing the students of QEHS truly are and the extent to which they thrive and blossom by committing wholeheartedly to the utterly unique Queenies offer.

## The QEHS Learner Standards

We are committed to working together as a school to ensure that students enjoy and achieve in all of their endeavours. Learning is at the heart of our thinking as a community and we encourage students to grasp opportunities in order to broaden their knowledge, skills and understanding.

To support this we have developed the QEHS **Learner Standards**. These set out to identify three key areas of focus for learning and are used as a framework for all that we do.

The **Learner Standards** are as follows:

1. **Behaviour for Learning**
2. **Leadership for Learning**
3. **Learning to Learn**



## The Vacancy

Queen Elizabeth’s High School is looking for a highly enthusiastic and passionate individual to fulfil the role of School Business Director. The School Business Director is required to deliver on the overall strategic and operational leadership and management of all aspects and operational functions across the school through the leadership of the following teams: finance, HR, ICT, health and safety, premises, data protection, and administrative and operational support.

In the current uncertain financial climate within the education sector, it is important that all financial resources are deployed efficiently and effectively. The School Business Director is therefore required to observe the need to demonstrate value for money (VFM), apply Integrated Curriculum Financial Planning (ICFP) and to support the school in achieving the very best educational outcomes for its students. The School Business Director is also expected to proactively seek to secure additional funding streams from both charitable and government sources as appropriate.

As a positive and proactive leader of the school, the postholder will identify and advise on relevant areas of school improvement. Within this, the School Business Director needs to identify, plan, oversee and deliver significant capital projects to enhance the provision and capacity of the school.

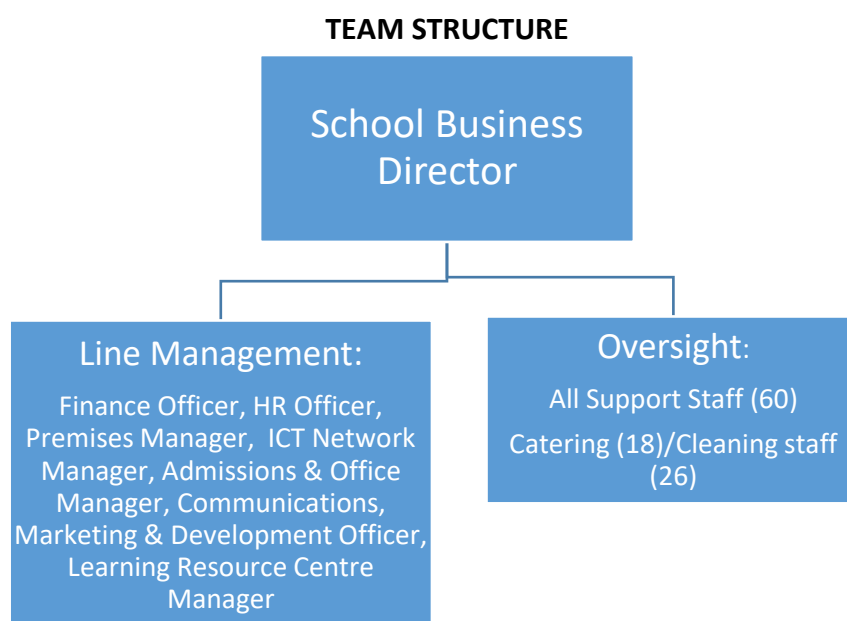
As an integral part of the School Leadership Team, it will be necessary for the postholder to write reports for, attend and present at governor meetings regularly outside of contractual working hours, contributing to and, on occasions leading, discussions about the future strategic direction of the school. They will also be required to provide training for both staff and governors on relevant topics.

The School Business Director will undertake the responsibility of Data Protection Officer within school, providing training and advice for staff on data protection compliance and acting as a point of contact for queries and subject access requests. They will need also to identify and evaluate data processing activities and ensure data protection impact assessments are undertaken.

Line management responsibilities associated with this role include the HR Manager, Premises Manager, ICT Systems Manager, Finance Officer, Admissions & Office Manager, Learning Resource Centre Manager and the Communications, Marketing & Development Officer in addition to responsibility for the oversight of all (circa 60) support staff as well as contracted catering, cleaning and grounds staff (circa 45 contractors) and project staff. It is essential therefore, that the post holder has a good educational standard and is an excellent communicator.

The salary for this post is £50,788.00 - £58,188.00. Our LGPS employer contribution is currently 24.1%. Annual leave entitlement starts at 28 days per annum and rises to 33 days per annum after 5 years.

The successful candidate will work 37 hours per week, 52 weeks per year.



<b>The School Business Director will be line managed by the Headteacher</b>	
	<b>OVERALL MAIN DUTIES</b>
1	<ul style="list-style-type: none"> <li>○ To be a member of the school’s Leadership Team, contributing to strategic planning and decision-making.</li> <li>○ Write reports for, attend and present to Governors during regular committee meetings (10 per year) outside of contractual working hours.</li> <li>○ Deliver training to staff and governors as required at a suitable time, possibly outside of working hours.</li> <li>○ To deliver operationally in a high-expectations environment supporting the Headteacher and working alongside peer leaders to deliver the school’s vision.</li> <li>○ To be directly responsible for all aspects of Finance, Payroll and Pensions administration and operational support in order to contribute to the school’s vision.</li> <li>○ To line manage and direct the support staff teams for HR, Premises, Health &amp; Safety, ICT, marketing, communications, resources, medical needs and administration and oversee the day-to-day operations of the school business.</li> <li>○ To work collaboratively with other schools and academies to develop high quality systems and services throughout networking.</li> <li>○ To set out the strategy for all areas of responsibility in line with the overall educational strategy of the school.</li> <li>○ To actively seek and secure external revenue and grants for the school in line with the aims of the school.</li> <li>○ Attend regular meetings both in and outside of contractual school hours as required.</li> <li>○ Represent the school at external meetings and events as required.</li> </ul>

	<b>OTHER DUTIES SUBGROUPS</b> – Further details for these subgroups can be found in the SBD job description
2	<b>FINANCIAL</b>
3	<b>BUILDINGS</b>
4	<b>CAPITAL PROJECTS</b>
5	<b>PURCHASING AND LETTINGS</b>
6	<b>HEALTH &amp; SAFETY</b>
7	<b>HUMAN RESOURCES</b>
8	<b>ICT SUPPORT</b>
9	<b>LEADING, MOTIVATING AND DEVELOPING</b>
10	<b>ADMINISTRATION</b>
11	<b>DATA PROTECTION</b>
12	<b>SCHOOL ETHOS AND CULTURE</b>
13	<b>OTHER</b>

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Lincolnshire County Council Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with Lincolnshire County Council Health and Safety policies and procedures.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and where there are concerns must follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

#### **PERSON SPECIFICATION**

Requirements	Where identified*	Essential	Desirable
Significant relevant skills and knowledge in financial leadership and operational management at a senior level gained in an organisation of comparable scale	A, T, I, P	✓	
Good working knowledge of current accounting software systems	A, T, I, P	✓	
Educated to GCSE Grades A-C/9-4 in English and Maths	A, I	✓	
A Level / Level 3 qualifications	A, I	✓	
School Business Management qualification – Level 4, 5 or 6	A, I		✓
Significant experience in direct management and supervision of a finance team and control of a high budget turnover operation	A, I, P	✓	
Proven experience of budget preparation, setting and monitoring and financial forecasting	A, T, I, P	✓	
Proven experience of preparing and presenting financial and management accounts, reports and data	A, T, I, P	✓	
Experience of liaising with auditors, business advisers and board members	A, I	✓	

Knowledge and experience of payroll processing and managing staff contracts.	A, I	✓	
HR management experience, ideally within an educational setting	A, I	✓	
Experience managing capital projects and working with external contractors.	A, I	✓	
Good knowledge of health and safety frameworks and compliance	A, I	✓	
IOSH or NEBOSH certified	A, I		✓
Experience of leading and managing HR, Network and Premises personnel	A, I, P	✓	
Proven ability to lead, develop, manage and motivate teams	A, I, P	✓	
Excellent team working skills and the ability to work as part of the Leadership Team and to contribute to effective strategic and operational decision making	A, I, P	✓	
Demonstrable commitment to ensuring that the finance function works collaboratively with other areas of the business to deliver organisational goals	A, T, I, P	✓	
Strong commitment to high standards of service delivery and customer care	A, I, P	✓	
Proven report writing skills	A, T, P	✓	
Excellent IT skills	A, T, P	✓	
Proven ability to liaise with statutory agencies	A, I	✓	
Ability to set targets, motivate and inspire staff to achieve targets	A, I, P	✓	
Ability to prioritise responsibilities under pressure and to be self-motivating	A, I	✓	
Personal integrity and confidentiality	A, I	✓	
Excellent time management skills	A, T, I, P	✓	
Knowledge of management systems for all relevant accounting functions	A, T, I, P	✓	
Proven ability to implement and monitor highly effective and efficient financial controls	A, T, I, P	✓	
Qualified accountant and current member of CIPFA, ICAEW, CIMA, or ACCA	A, I		✓
Team leader experience	A, I, P	✓	
Excellent communication, both verbal and written and excellent interpersonal skills	A, T, I, P	✓	
Experience of the above specifications in a school setting	A, I		✓

A = Application form    T = Task    I = Interview    P = Presentation



## HOW TO APPLY

We believe that QEHS is a great place to work. Please read the information in this booklet, the relevant job description and have a look at our website. Should you wish to apply, application details are available on our school website ([www.qehs.lincs.sch.uk](http://www.qehs.lincs.sch.uk)) or by emailing a request to [hr@qehs.lincs.sch.uk](mailto:hr@qehs.lincs.sch.uk).

**A letter of application is required to accompany the formal application form.** This letter must be limited to two sides of A4 and is an opportunity for you to explain how you believe your own experience equips you for the post and for you to outline how you would approach this role at QEHS.

You are also welcome to telephone 01427 612354 ext. 267 if you have any questions about the post and / or would like to arrange a visit to the school.

Completed applications should be submitted by email to [hr@qehs.lincs.sch.uk](mailto:hr@qehs.lincs.sch.uk) by **08.00am on Wednesday 27 November 2024**. We will contact your referees for a reference before the interviews and, for shortlisted candidates, the references will be taken into account in deliberations at the conclusion of the final panel interviews. **Interviews will be held on Wednesday 11 December 2024.**

Candidates are required to bring to interview evidence of all relevant qualifications listed on their application as well as certificates for A Level, degree, teaching and other professional qualifications acquired. Please also bring proof of identity, including at least one item of **photographic** evidence (current passport or new style UK driving license with associated

counterpart licence). A list will be provided detailing which documents can support your application. Please be aware that at least one document should include your National Insurance number. Candidates will also be provided with a self-disclosure form. This will allow them the opportunity to disclose and fully explain any information with regard to disciplinary sanctions and/or anything they are concerned might appear on their DBS, etc.

Queen Elizabeth's High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Queen Elizabeth's High School is committed to equal opportunities and staff development. Our policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, gender, marital status, religion, disablement or criminal record (QEHS policy 17a). Members of staff are expected to set a good example in their appearance and smart office dress is a good guide for all staff.

**QEHS and Lincolnshire Children Services are committed to the highest standards of child protection and staff development.**



# QUEEN ELIZABETH'S HIGH SCHOOL

Morton Terrace · Gainsborough · Lincs DN21 2ST · Tel (01427) 612354

Website: [www.qehs.lincs.sch.uk](http://www.qehs.lincs.sch.uk) Email: [office@qehs.lincs.sch.uk](mailto:office@qehs.lincs.sch.uk)

HEADTEACHER: Mr R M Eastham, BSc (Hons), MEd, NPQH



Artsmark  
Platinum Award  
Awarded by Arts  
Council England

