

# TIBSHELF

## COMMUNITY SCHOOL



# RECRUITMENT PACK

OUR GUIDE FOR  
PROSPECTIVE EMPLOYEES

"AIM HIGH"



[www.tibshelf.derbyshire.sch.uk](http://www.tibshelf.derbyshire.sch.uk) - 01773 872391

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## Information about the school

Tibshelf Community School is a thriving, over-subscribed 11–16 secondary school, located in a stunning £17 million purpose-built site opened in November 2013. Serving a wide rural catchment across nine villages in North East Derbyshire, the school is home to over 830 students, with numbers exceeding the official PAN of 150 in every year group.

We are proud to be a school where **exceptional opportunities** are available to all. Our **outstanding curriculum** is enriched by a wide range of **superb experiences** that inspire ambition, creativity, and personal growth. We foster a **culture of high aspiration**, ensuring every student is supported to achieve their full potential, regardless of background.

Our inclusive ethos supports a diverse range of learners, including a significant proportion of students who are disadvantaged, have SEND needs, or are supported through EHCPs. We are committed to ensuring that every child thrives academically, socially, and emotionally.

Tibshelf is a **happy and supportive place to work**, where staff are genuinely valued, and wellbeing is taken seriously. We believe that a strong, motivated team is key to delivering excellence for our students, and we work hard to maintain a positive, collaborative culture.

The school attained a 'Good' Ofsted judgement in all categories in September 2021. More recently we have been inspected under the new framework and the report will be published shortly. We are pleased to have maintained our very high standards.

### Key Stage 4 Examination Results

	2023 %	2024 %	2025 %
English and Mathematics 'Standard Pass'	62.4	62.2	66
English and Mathematics 'Strong Pass'	39	39.2	45
EBacc 'Standard Pass'	16.5	31.1	23
Attainment 8	44.53	43.24	44.21

### Ethos

Ofsted recognised that *"the values of tolerance and respect are a core part of the school's ethos"*, and we are proud to promote these values in every aspect of school life. We believe that children thrive when they feel happy, secure, and inspired — and we place their safety and wellbeing at the heart of everything we do.

Tibshelf Community School offers **exceptional opportunities** both within and beyond the classroom. Our **outstanding curriculum** is enriched by a wide range of **superb experiences** that foster curiosity, creativity, and ambition. We are committed to creating a **culture of high aspiration**, where every student is encouraged to aim high and achieve their personal best.

Our inclusive and supportive environment ensures that all students feel safe, valued, and motivated. High levels of attendance and participation reflect the strong sense of belonging and enjoyment our students experience. We are proud to be a **happy and collaborative place to work**, where staff wellbeing is prioritised, and every member of the team is recognised and supported.

Our vision is to build on these strengths and continue to grow a dynamic, innovative learning community rooted in excellence, inclusion, and aspiration.

## Governing Principle

“Working together to make our school even better.”

## Mission

Tibshelf Community School strives to be an outstanding learning community in which individuals are inspired, challenged and supported to become effective global citizens in the 21st century.

## We Aim High Through Our Unrelenting Focus On

1. The Learner is at the heart of everything we do
2. Learning is exciting, engaging and inspirational
3. Working together as a professional community to ensure best outcomes for all

## Looking Ahead

I am highly ambitious for the school and its community. I sincerely believe that we can make our school even better. We are absolutely committed to attracting the very best staff to Tibshelf and fully supporting their ongoing professional development, with improving the quality of teaching and learning, our core purpose.

If you are excited at the prospect of playing a key role in this, we look forward to hearing from you.

Visits to the school prior to application are both welcomed and encouraged. Please contact my PA, Mrs Claire Wiles to arrange an appointment – [c.wiles@tibshelf.derbyshire.sch.uk](mailto:c.wiles@tibshelf.derbyshire.sch.uk)



**Lucie Wainwright**  
Headteacher

# Our School Improvement Plan

Alta Pete: Aim for the Highest

## Governing Principle:

"Working Together to Make Our School Even Better"

## Mission:

Tibshelf Community School strives to be an outstanding learning community in which individuals are inspired, challenged and supported to become effective global citizens in the 21<sup>st</sup> century.

## We aim high through our unrelenting focus on:

### The Learner is at the heart of everything we do

- 1.1 We aim high through our 'I can' culture building a climate of resilience to create independent 21<sup>st</sup> century learners
- 1.2 We aim high by having excellent practices for facilitating mental health and well-being
- 1.3 We aim high through developing an innovative KS3 curriculum that stretches, challenges and prepares independent learners for the increased demands of KS4
- 1.4 We aim high through developing a relevant KS4 curriculum that is accessible for all and develops independent learners as lifelong learners
- 1.5 We aim high to ensure that all learners achieve their potential and that all gaps are closed
- 1.6 We aim high through having the highest expectations of ourselves, each other, our school and the community

### Learning is exciting, engaging and inspirational

- 2.1 We aim high through creating exciting, engaging and inclusive learning spaces
- 2.2 We aim high through challenge in our teaching to enable learners to be aspirational and make significant progress
- 2.3 We aim high through every lesson being challenging, exciting and engaging for all students
- 2.4 We aim high through ensuring that all our parents know what learning looks like at Tibshelf
- 2.5 We aim high through excellent professional development to ensure that all staff are experts in subject knowledge
- 2.6 We aim high by collaboratively working to deliver learning that enables students to be independent, reflective and resilient

### Working together as a professional community to ensure best outcomes for all

- 3.1 We aim high by being cutting edge with new initiatives and legislation
- 3.2 We aim high through professionalism at all levels with a 'no excuses' culture
- 3.3 We aim high through using expert staff to develop others and actively promote an 'open door' culture
- 3.4 We aim high through collaborative working to highlight potential CPD
- 3.5 We aim high by ensuring that we have 'excellent' strategic and operational resourcing by having all staff (including Governors) in the right jobs with the right skills and specialist knowledge supported by outstanding CPD
- 3.6 We aim high through a rigorous Performance Management system linked to accountability and school improvement
- 3.7 We aim high by developing consistently excellent leadership at all levels across the school
- 3.8 We aim high through high quality services and products
- 3.9 We aim high through safe and secure working environments
- 3.10 We aim high through recognising the health and wellbeing of our staff to enable effectiveness, high levels of productivity and innovation

## Staff Health and Wellbeing

We recognise the importance of ensuring that all staff at Tibshelf Community School enjoy a healthy work-life balance in order to ensure they can not only provide the best teaching and learning outcomes to our students, but that the school can promote a culture of progress and wellbeing at all levels.

We work hard offering a variety of initiatives, services and events to provide a well-rounded sense of wellbeing. A happy working life and career at Tibshelf Community School is supported by some of our key wellbeing initiatives including:

- Whole Staff Induction programme
- 1-1 personalised performance management/appraisal system
- Mentors for ECTs
- Exemplary CPD programme
- Leadership Development Opportunities
- Celebration Events
- Sports & social events
- Dedicated department bases for teaching faculties
- On-site parking
- Laptops with secure home-school access for all teaching staff
- Extended access to school during our wider opening hours
- Access to the canteen and dining facilities

In addition to the above, all staff members have access to complimentary medical and wellbeing support services available 24 hours a day / 7 days a week including (but not exhaustive):

- Nurse support service
- Emotional support and counselling
- Workplace assessments
- Occupational health referrals for access to physiotherapy and workplace adjustments

## The Application Process

<b>Closing date:</b>	Sunday 19 <sup>th</sup> April 2026
<b>Proposed interview:</b>	Tuesday 28 <sup>th</sup> April 2026
<b>Start Date:</b>	As soon as possible

You can apply via TES or Derbyshire County Council's website, alternatively send your completed application form to [recruitment@tibshelf.derbyshire.sch.uk](mailto:recruitment@tibshelf.derbyshire.sch.uk) If you would prefer a paper copy of the form, please contact reception.

If you are short-listed, you will be emailed with the arrangements for the interview.

Shortlisted candidates may be subject to **online searches as part of our safer recruitment checks**. This is to help identify any incidents or issues that are publicly available and relevant to your suitability for the role.

Unfortunately, if you have not been contacted prior to the interview day, your application has not been successful on this occasion.

*Tibshelf Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff and volunteers are required to undertake a criminal record check via the DBS before they can be appointed.*

**Unfortunately, due to Safer Recruitment regulations, we are not able to accept a CV.**

## Job Profile

<b>Post:</b>	School Business Leader
<b>Pay Range:</b>	Grade 13
<b>Base:</b>	Tibshelf Community School
<b>Responsible to:</b>	Headteacher

### Key Responsibilities:

As our Business Leader, you will provide strategic leadership across all core business functions, ensuring the school runs efficiently, safely and sustainably. You will work closely with the Headteacher and governors to set financial direction, manage resources effectively and ensure compliance across the school.

This is a wide-ranging, high-impact role covering:

- **Financial Leadership** – budget planning, monitoring and reporting
- **HR oversight** – safer recruitment, wellbeing support, and staff development
- **Estates and Facilities Management** – ensuring a safe, well-maintained and compliant school environment
- **Health & Safety** – leading statutory compliance and risk management
- **Data Protection** – acting as the school's Data Protection Lead
- **Digital Strategy** – leading IT development as the school's Digital Lead
- **Contract Management** – overseeing key services including catering, grounds maintenance and IT
- **Administration and Communications** – ensuring strong systems and leading marketing and publicity

You will be an influential member of the Senior Leadership Team, contributing to whole-school strategy, improvement planning and the development of our culture and ethos.

### Strategic Leadership:

- Advise SLT and Governors on business, financial and compliance matters
- Lead on the business and financial elements of the School Improvement Plan
- Oversee the sustainability strategy, climate action planning and business continuity/critical incident plans
- Manage all service contracts and SLAs, ensuring quality, value for money and effective performance monitoring
- Lead strategic planning and delivery of major projects

### Financial Leadership:

- Lead the annual budget cycle, financial planning and year-end processes
- Provide regular financial reports to SLT and Governors, including projections and medium-term modelling
- Ensure compliance with Local Authority regulations, SFVS, audit requirements and statutory reporting
- Lead day-to-day finance operations, financial systems, income generation, grant management and risk management
- Maintain financial records, risk registers, reconciliations and insurance arrangements

### Human Resources:

- Lead HR strategy with the HR Lead, ensuring safer recruitment and compliance with KCSIE and statutory guidance
- Manage HR reporting, investigations and workforce planning
- Support staff wellbeing and oversee the CPD and performance management of support staff

### **Estates, Facilities and Health & Safety:**

- Provide strategic leadership of the school estate, ensuring it is safe, compliant and fit for purpose
- Oversee planned and reactive maintenance, statutory checks, contractor performance and facilities contracts
- Ensure compliance with H&S legislation and maintain the estates risk register

### **Compliance, Data Protection & Risk:**

- Act as Data Protection Lead, ensuring GDPR compliance
- Co-ordinate responses to Subject Access Requests within statutory timescales
- Lead on policy cycles, statutory returns and whole-school risk management

### **IT, Catering & Contract Management:**

- Lead the school's digital strategy and ensure effective IT systems, training and compliance.
- Oversee catering and other major contracts, ensuring service quality and financial performance.
- Ensure all contractual services are reviewed, evaluated and renewed on time.

### **Administration, Marketing & Communication:**

- Oversee administrative systems across school functions
- Lead marketing and publicity to promote the school's achievements, ethos and community presence
- Coordinate and implement duty rotas
- Ensure timely policy updates

### **Leadership & Line Management:**

- Line manage support staff teams, ensuring high standards of professionalism, service and teamwork
- Ensure appropriate CPD in safeguarding, H&S, data protection and cyber security
- Promote collaboration and strong communication across all business functions

### **Senior Leadership Team Duties:**

- Uphold and model the school's vision, values and ethos
- Contribute to whole-school strategy, policy development and staff development
- Support governance, attend SLT meetings and represent the school at key events
- Maintain positive relationships with parents, staff, students and the community

### **General Duties:**

- Adhere to all school policies, maintain confidentiality and uphold equality, diversity and inclusion
- Promote safeguarding and the welfare of students
- Undertake training, meetings and any other duties appropriate to the role

## Person Profile

Qualifications and Training	
Essential	Desirable
<ul style="list-style-type: none"> <li>• CIPFA or equivalent qualification, or be willing to work towards</li> <li>• Evidence of continuous professional development relevant to the role</li> <li>• Strong literacy, numeracy and IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Degree-level qualification or equivalent</li> <li>• School Business Management qualification</li> <li>• Health &amp; Safety qualification (IOSH/NEBOSH)</li> <li>• Data Protection training or certification</li> </ul>
Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Significant leadership experience in business operations such as finance, HR, estates, compliance, or project management</li> <li>• Experience of managing budgets, financial reporting and medium-term planning</li> <li>• Experience of managing teams and developing staff</li> <li>• Experience managing risk, compliance and regulatory responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a school or public-sector environment</li> <li>• Experience managing digital/IT strategy and systems</li> <li>• Experience of income generation or managing grants</li> <li>• Experience of leading marketing or communications activity</li> <li>• Experience overseeing contracts, suppliers and value-for-money procurement</li> </ul>
Knowledge and Understanding	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Strong understanding of financial management, budget control and audit requirements</li> <li>• Knowledge of health &amp; safety legislation and risk management</li> <li>• Understanding of GDPR, data protection and information governance responsibilities</li> <li>• Familiarity with contract management and procurement regulations</li> <li>• Understanding of how business operations support teaching, learning and school improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of JCQ regulations for examinations.</li> <li>• Awareness of current national developments affecting schools.</li> <li>• Knowledge of local authority processes and frameworks</li> <li>• Knowledge of HR processes, safer recruitment principles and staff wellbeing considerations</li> <li>• Clear understanding of estates and facilities management, including statutory compliance</li> </ul>
Skills and Abilities	
Essential	
<ul style="list-style-type: none"> <li>• Strategic thinker with the ability to analyse information, solve problems and plan effectively</li> <li>• Excellent communication and interpersonal skills, able to build positive relationships across the school community</li> <li>• High level of organisation and ability to manage multiple priorities under pressure</li> <li>• Ability to lead, motivate and develop staff teams</li> <li>• Strong attention to detail with a commitment to accuracy and high standards</li> <li>• Ability to interpret complex information and present it clearly to non-specialists</li> <li>• Confident in using digital tools, management systems and data to drive improvement</li> <li>• Ability to ensure confidentiality, integrity and professionalism at all times</li> </ul>	

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<b>Personal Qualities</b>
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<b>Essential</b>
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| <ul style="list-style-type: none"><li>• Professional, resilient and adaptable</li><li>• Collaborative and proactive in contributing to whole-school improvement</li><li>• Committed to equality, diversity and inclusion</li><li>• Strong ethical judgement and commitment to safeguarding</li><li>• Positive, solution-focused mindset</li><li>• Aligns with the school's values, ethos and community-centred culture</li></ul> |
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<b>Other Requirements</b>
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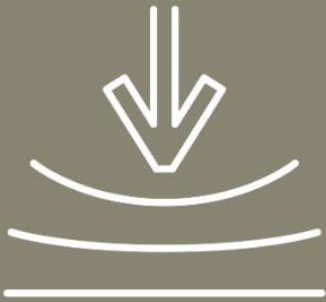
<b>Essential</b>
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| <ul style="list-style-type: none"><li>• Willingness to work flexibly, including occasional evenings for key events</li><li>• Commitment to safeguarding and promoting the welfare of children and young people</li><li>• Commitment to ongoing CPD and professional growth</li></ul> |
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TIBSHELF COMMUNITY SCHOOL

# CHARACTER VALUES



Resilience



Respect



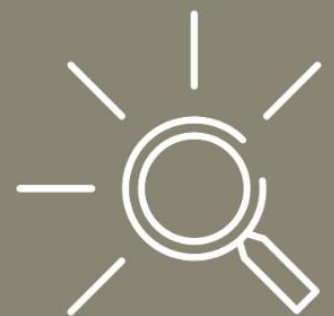
Positivity



Integrity



Community Spirit



Curiosity

