

Great Preston C. of E. Primary School



School Business Manager SO2

20 hours per week term time only, plus 5 additional days
Recruitment Information Pack



Great Preston C of E Primary School

Preston Lane

Great Preston

Leeds

LS26 8AR

Tel: 0113 2320034

RECRUITMENT INFORMATION PACK

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Dear applicant,

Thank you for showing an interest in the post of the School Business Manager at Great Preston C of E Primary School.

We are a one form entry school, with our own nursery, located in Great Preston. As a Church of England school, we have a strong Christian ethos which gives our school a genuine 'family feel'. Our school core school values are Compassion, Respect, Perseverance and Thankfulness and these are very evident as you walk around school and meet our wonderful children and staff.

We are currently looking to appoint a new School Business Manager to lead our administration and facilities teams. The role will be working 8am-4pm Monday and Tuesday and 9am-4pm Wednesday term time only, plus five additional days. The successful applicant will provide effective, efficient and professional administrative support systems to the Headteacher, Governing Body and staff. Experience in the role of School Business Manager would be highly desirable although not essential.

If you are interested in applying for this role, we would love to hear from you! If you have any questions about the role, please do not hesitate to contact school on 0113 2320034

Yours in learning,

Katie Pashley
Headteacher



VISION STATEMENT

‘Believe and Achieve Together’

At Great Preston C of E Primary School, we unlock possibilities and engrain hope, such that we all develop a sense of curiosity and individualised aspirations. From this place will come good citizens with a strong moral compass, strengthened by our deeply-rooted Christian values, helping children and adults to respect both themselves and others. Learning to think in different ways, our school community will become resilient, collaborative, reflective and creative so we are all able to make wise and discerning choices in both our learning and life paths, flourishing as 21st Century learners.

‘I can do all things through him who strengthens me.’
Philippians 4.13

More information is available on our website:

www.greatpreston-pri.leeds.sch.uk



ADVERT FOR SCHOOL BUSINESS MANAGER

- ✚ Are you able to demonstrate and live by our four core values of compassion, perseverance, thankfulness and respect?
- ✚ Are you confident in accepting responsibility and working independently as well as collaboratively with other staff?
- ✚ Are you able to demonstrate excellent skills in leadership and strategic management?
- ✚ Do you have the ability to communicate effectively with colleagues?
- ✚ Are you an individual who is willing to 'go that extra mile' to better the life chances of our children?
- ✚ Are you able to work effectively within a fast paced environment and prioritise successfully?

If so, we would love to hear from you!

Visits to school are strongly encouraged where possible; please give us a call to arrange this.

**We currently have a vacancy for a permanent School Business Manager, working 8am - 4pm Monday, Tuesday and 9am – 4pm Wednesday
This position is term time only plus five additional days throughout the year.**

**Closing Date: Monday 19th September 2022 at 8am
Interviews: Monday 26th September 2022**

Should you have any questions or to obtain an application pack, please email admin@greatprestonprimary.co.uk or telephone 0113 2320034

The school has rigorous safeguarding procedures which are effective in all post appointments. Great Preston C of E Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced Disclosure Barring Service (DBS) disclosure and two satisfactory references.

APPLICATION PROCESS AND SAFEGUARDING REQUIREMENTS

Making an Application

Application Form

If you wish to be considered for this post please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (eg gap year, career break, unemployed, etc).

You will note that we require details of two referees, one of which must be your current or most recent employer.

CVs are **not** accepted as part of the application process.

Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

Please remember to sign the declaration on the final page of the application form.

The closing date for applications is: Monday 19th September 2022 at 8am

Interview and Selection Process

Those candidates who meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.

Interviews are scheduled to take place on: Monday 26th September 2022

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

Induction and Continuous Professional Development

The head teacher and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment the Headteacher will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations.

You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications.

Pre-employment checks

References

If you are short listed we will normally take up references **before** the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, sickness absence record, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.

Copies of references or references that are addressed “to whom it may concern” will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

DBS, Prohibition & Disqualification By Association checks

Employment at this school is subject to an enhanced check with the Disclosure and Barring Service. Checks will also be made against the Protection of Children List (PoCA) and the DCSF List 99. Employment is also subject to a disqualification by association check. All such checks must be satisfactory before we confirm any offer of an appointment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are ‘spent’. All posts at this school are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment.

Validation of Qualifications

All short listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Medical Assessment

A satisfactory medical assessment will be required for newly appointed staff before we confirm any offer of an appointment.

School Policies

Child Protection

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Whistle Blowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

Code of Conduct and Personal Behaviour

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and pupils. The head teacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Teachers are bound by the school code of conduct and safeguarding procedures.

Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.

We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

Full details of all these policies are available in school.

GDPR

Privacy Notice

The information detailed in the application form will be used in order to process your application and in line with the school's Recruitment and Selection process. The lawful basis for processing this information is with a view to entering into a contract with you.

Your information may be shared with Avec HR in their role as data processor under the terms of the service level agreement where they have a legitimate business need to access it, and externally where required for the recruitment process, for example, in order to obtain references or where background checks are required. Your information will only be shared where necessary, and in accordance with data protection law.

If successful, the application form will be retained on your personnel file and kept for a period of 6 years after the termination of your employment. Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.

For more detailed information about how your information will be processed, and for details of their Data Protection Officer, contact school directly. Information regarding your rights in relation to your personal data are available via the Information Commissioner's Office: www.ico.org.uk.

Queries

If you have any queries on any aspect of the application process or need additional information please contact the School Business Manager on 0113 2320034 or email admin@greatprestonprimary.co.uk

JOB DESCRIPTION

School	Great Preston C of E Primary School
Job Title	School Business Manager
Grade	SO2
Conditions Of service	NJC
Responsible to	Head teacher
Responsible For	non-teaching staff

Special Conditions this post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Purpose: To lead and manage all non-teaching activity, support services and resources in order to develop the infrastructure and working / learning environment to ensure excellent teaching and learning. The School Business Manager is responsible for the financial resource management / Administration Management / Management Information and ICT / Human Resource Management / Facility and Property Management / Health and Safety Management of the School. To lead and manage safeguarding policies and procedures in the office infrastructure

Responsibilities

To ensure the school makes the best possible use of resources through effective forward planning; working as part of the leadership team and advisor to the Governing Body on the non-teaching activity of the school.

Improve and develop financial statements, forecasts and best value procedures

Advise and lead on policies and procedures that ensure safer working practice is embedded across the school

To line manage all non-teaching activity, support services and resources ensuring effective delegation to team members and being responsible for their performance management

Responsibility for compliance with financial regulations ensuring the integrity of the school's financial management and the smooth operation of the day to day financial operations; ensuring the school has appropriate financial policies, systems and reporting in place and that income and expenditure is managed accordingly

Effective monitoring and processing of all financial transactions including ordering of supplies and services, payment of invoices, coding of expenditure and reconciliation

Preparation of work specifications for tender and assisting with the procurement of contractors

Managing procurement and responsible for securing relevant sponsorship.

Preparation and maintenance of reports, records and accounts as are required by the Head teacher and Governing Body

Use the agreed budget to actively monitor and control performance to achieve value for money

Responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for school. Implementing the insurances required and handling any claims arising

Maximise income through lettings and other activities

Ensure all policies and practice adhere to the legal financial regulations

Responsible for the HR and payroll service for the school

Responsible for the personnel administration including the accurate completion of documents relating to staff employment including starters and leavers, timesheets and maintenance of confidential staff records

Liaising with HR in relation to employment issues

Record all absences and provide reports which support the Head Teacher to monitor absence

Work with the Senior Leadership Team to ensure the effective induction of new staff

Manage staff contracts and recruitment administration including references / DBS / Medical Checks

To manage the use and management of school premises; maximising income, and ensuring the smooth operation of school

Ensuring efficient premises strategies are in place to ensure a safe environment that meets the needs of the school across a split site

Responsible for co-ordinating and overseeing routine maintenance work with the site manager, ensuring any works carried out follow the relevant risk assessments and safer working practice policies and procedures

Oversee preparation for tenders and specifications with the site manager

Co-ordinate the implementation of premises items within the School Development Priorities

Ensure safe operation of school premises, including managing emergency, fire safety and health and safety procedures

Manage the school inventory and implement risk management and loss prevention strategies in the school to reduce insurance costs.

To manage the administrative function of the school including the administrative ICT facilities, school reception, records and telephones, dealing with correspondence and arranging and servicing meetings.

Responsible for the systems and general management of the school's administrative and financial computer system, the implementation of appropriate Management Information Systems and the computerisation of the administration, accounting and records system.

To provide for the preparation and production of all school records and publications.

To manage marketing and promoting the school; including hosting visitors and potential parents and production of promotional literature

Ensure accurate records are maintained including pupil records and admissions, and oversee attendance records.

Responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.

Managing Whole School Administration, Management Information Systems and ICT

To improve the efficiency of school wide administration processes, facilities, communication and ICT; advising the Governing Body and SLT as appropriate

Prepare information for publications and returns for the DfES, LEA and other agencies and stakeholders within the statutory guidelines (including statutory data, Census and other returns)

Oversee and quality assure all administration across the school

Responsible for ensuring all practice adheres to data protection laws

Overseeing the lettings of the school premises to outside organisations and school staff and for the development of all school facilities for out of school use with particular reference to the local community working with the Early Years Office Manager

Responsible for overseeing school and nursery admissions with the administration team

Assist SENCO with accurate SIMS data

Overseeing school attendance registers and monitoring individual attendance

Manage the school diary

To oversee the promotion of school, including the production of school publications, upkeep of the website and advertising

Work with the Head Teacher and Senior Leadership Team to maintain and develop links with other schools and settings

Establish constructive relationships and communicate with other agencies / professionals

To organise own workload and that of others with minimum supervision, ensuring priorities are identified and deadlines met.

To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.

Be aware of assist in the development and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications

School Business Management Diploma from the National College of Leadership level 4

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: **Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements**

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Able to communicate effectively with a wide range of people including sensitive and complex information

Able to produce and present reports and data

Able to establish and maintain accurate records using both manual and electronic systems

Able to accurately enter/retrieve data information from information systems

Able to contribute to the improvement of the service including processes and procedures

Able to prioritise own and team's work to meet conflicting deadlines

Knowledge Required

In depth knowledge of business management and office procedures and practice

In depth knowledge of relevant financial regulations to carry out financial transactions, contract management and bid / grant process

Level 4 Diploma in School Business Management or equivalent qualification

Of procurement processes and procedures

Experience Required

Of dealing with more complex queries from a wide range of people and producing reports to a high standard

Considerable experience of working in partnership with others to deliver work to set deadlines

Of providing customer focussed services

Of supervising and developing staff including undertaking appraisals

Of participating in teams and working on own initiative without ready access to senior leadership

Of the use of the Microsoft package

Of extracting and analysing data from information databases

Behavioural & other Characteristics required

Committed to continuous improvement.

Ability to understand and observe the School and Leeds City Council's Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under the School and Leeds City Council's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development

DESIRABLE REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Skills Required

N/A

Knowledge Required

N/A

Experience Required

N/A

Behavioural & other Characteristics required

N/A