



School Business Manager

Recruitment Pack

March 2024

Part of the Steel River Academy Trust

STEEL RIVER
ACADEMY TRUST

WELCOME MESSAGE

Dear Applicant,

May I take this opportunity to thank you for expressing an interest in applying the position of School Business Manager at Caedmon Primary School, which is part of Steel River Academy Trust.

Please arrange to visit us, if possible, during the school day so that you can see our wonderful school in action and meet the team!

You will be joining an outstanding, extremely friendly and supportive team, who are driven to ensure that our pupils achieve the highest possible standards. As a school, we all work together. The ability to collaborate and be open to personal and professional development is essential. If you are ambitious in your career and self-motivated we would encourage you to apply.

The school is committed to safeguarding and promoting the welfare of children and young people. Safer recruitment practices will be undertaken before any appointment is confirmed, please refer to the enclosed information on Safer Recruitment.

During the application/selection process if you require special arrangements at any of the recruitment stages, please do not hesitate to contact the school.

Please ensure that you read all of the instructions for applying very carefully and complete the application form in full. Please do not attach any supplementary documents, as the application form is the only document we consider.

I look forward to your application. Please do not hesitate to contact me for further information.

Mrs Sarah Hill
Headteacher

ADVERT

Position:	School Business Manager
Contract:	Permanent
Required:	As soon as possible
Hours:	18.5 - 22.5 hours per week (to be negotiated)
Actual Salary	18.5 hours per week term time only plus PD Days plus one week (40 weeks) - £ 15174
Grade F+ (SCP25-27):	22.5 hours per week term time only plus PD Days plus one week (40 weeks) - £ 18455

Steel River Multi-Academy Trust seeks to appoint a dynamic and highly motivated person to fulfil the role as School Business Manager for Caedmon Primary School. The successful candidate must be passionate about working to secure the best possible outcomes for all our children, families and the wider community.

The successful candidate will:

- Lead on finance, health and safety, site management and HR.
- Ensure effective systems and procedures in all aspects of school administration
- Provide month end finance documentation
- Plan and prepare budget forecast
- Promote our school and secure funding from various sources.
- Be a positive and enthusiastic individual who demonstrates commitment, is a strategic thinker and has effective financial management skills.
- You will enjoy taking the initiative; have resilience and the ability to manage people effectively
- Work closely with the SBMs in the other Steel Academy Trust Schools.
- To support across the trust and other SBMs if needed

Our school can offer:

- A friendly, caring and supportive ethos.
- Polite and well motivated pupils.
- A dedicated and enthusiastic team of staff and trustees
- Well-resourced quality learning environments.
- Support from colleagues within all our schools
- Opportunities to continue your own professional development.

Applications are invited from prospective candidates who are able to demonstrate that they meet the essential criteria set out in the person specification.

Closing date: 9.30am – Tuesday 9th April 2024

Shortlisting: Afternoon Tuesday 9th April 2024

Interviews: Thursday 11th April 2024

Steel River Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

Caedmon Primary School, Attlee Road, Grangetown, Middlesbrough, TS6 7NA
Tel: 01642 453187

Email: enquiries@caedmon.steelriver.org.uk

JOB DESCRIPTION

Post Title	School Business Manager
Salary	Grade F+
Line manager/s	Headteacher
Supervisory responsibility	Administration Staff

OVERALL PURPOSE OF THE ROLE

Be responsible for/manage the operation and delivery of support services within the school. Be responsible for/manage the planning, development and monitoring of support services. Management of staff, including commissioning and delegation of relevant activities. Member of school's management team.

ORGANISATION

- Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies
- Line Management responsibilities
- Manage support staff
- Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff
- Represent the support staff at relevant meetings

ADMINISTRATION

- Develop and monitor management information systems
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information
- Be responsible for the design and effective operation of administrative procedures
- Be responsible for the submission of relevant information to SMT, the Governing Body and outside agencies e.g. DfES
- Commission appropriate Payroll systems and be responsible for their effective operation

RESOURCES

- Identify the need for, select and manage resources, including management of resource budget (minimal discretion up to 5%)
- Be responsible for the appropriate deployment of staff, including recruitment
- Be responsible for the provision of specialist advice and guidance to SMT/Governing Body etc. on national and local guidelines/policy/statue etc.
- Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising
- Manage procurement and be responsible for securing relevant sponsorship
- Identify the need, and be responsible, for securing appropriate licences and insurance
- Be responsible for devising marketing and promotion strategies for the school
- Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc. e.g. new development
- Develop work specifications and manage service contracts
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations
- Be responsible for planning, monitoring and evaluation of budget
- Be responsible for the management of expenditure from the school budget
- Be responsible for the management of Health & Safety within the school

OTHER

- Comply with and assist with the development of policies and procedures relating to 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 equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Show a duty of care and take appropriate action to comply with health and safety requirements at all times
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

Signed (Employee)		Date	
Signed (Head Teacher)		Date	

PERSON SPECIFICATION

Job title:	School Business Manager Grade F+ SCP 25 – 27	
	Essential Criteria	Desirable Criteria.
Qualifications	<ul style="list-style-type: none"> • Completed a recognised Business Management course or similar qualification (or capacity to do so) • Foundation Degree / NVQ 4 or equivalent in Administration, Finance, Business or other • Excellent numeracy, literacy and IT skills 	<ul style="list-style-type: none"> • A Level maths or English or equivalent
Professional Experience	<ul style="list-style-type: none"> • Experience of financial management and budget monitoring systems, managing large, varied and complex budgets effectively • Experience of working strategically with excellent problem solving skills • Experience of policy/procedure development and implementation • Experience of management in either Health and Safety, Human Resources, Marketing, Business and Administration • Experience and working knowledge of marketing, sponsorship and promotion activities • Knowledge of data protection requirements and understanding of confidentiality • Previous supervisory responsibility including managing the performance management of other staff • Knowledge of safeguarding 	<ul style="list-style-type: none"> • Experience of working in a ‘bank account school’ • Experience of Press and publicity • A good knowledge of current legislation and policy within the context of schools/education • Experience of premises management • Minimum of 3 years’ experience working in an educational setting
Skills / attributes	<ul style="list-style-type: none"> • Outstanding practitioner with a commitment to upholding the ethos and aims of the school • Ability to show sensitivity and objectivity when dealing with confidential issues • Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring lower priority work is kept up to date • A proven track record in developing, leading, managing and motivating an effective school support team • Ability to communicate both orally and in writing to a wide range of audiences, creating clear, concise and accurate reports • Ability to create an attractive, tidy, stimulating and safe environment • Ability to abide by school policies and procedures • Excellent communication skills, both verbal and written to pupils, parents/guardians, visitors, Governors, staff and outside agencies • Ability to solve problems, and consider a range of options to find the best solution. • Ability to work accurately under pressure in a busy environment • Ability to work in partnership with all staff, teaching and support, governors and parents with resilience and 	

	<p>enthusiasm</p> <ul style="list-style-type: none"> • Flexibility to be able to support others across the trust if needed. 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Reliable and punctual • The ability to establish and develop close positive relationships throughout the school and with children, parents, governors, the community and external contractors • Warm and approachable manner with good inter-personal skills • Sets high standards and expectations for self and others. <p>Flexible attitude to work including;</p> <ul style="list-style-type: none"> • Working hours, • A willingness to step down and be hands on as the demands of the job require, and engage with children and parents. • Any demands and changes in the role • Willingness to be involved in the wider life of school • Ability to think strategically and creatively • To be a team player with a commitment and loyalty to the school • Excellent communication skills • Be flexible, supportive and positive • Have an energetic and solution-focused approach • Willingness to attend occasional evening meetings • Resilient and positive even when faced with challenges • Ability to maintain the highest level of professionalism at all times 	

SAFER RECRUITMENT

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education.

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All posts within school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and will be subject to an Enhanced Disclosure and Barring Service check with barred list information.

Applications

Caedmon Primary School / Steel River Academy Trust will provide an Application Form for all advertised jobs.

The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that by submitting an application they are agreeing that the information given is true and correct and that any offer of employment will be made on this basis. Where it is found that false information has been provided this could result in the application being withdrawn or summary dismissal if the applicant has been selected and employment has commenced. This may also result in possible referral to other professional regulatory bodies where appropriate.

References

- A minimum of two references will be sought, one of which must be from current or most recent employer.
- References for shortlisted candidates will be sent for immediately after shortlisting.
- The school has a standard template which is used for all references.
- The school does not accept open references, testimonials or references from relatives, a partner or people writing solely in the capacity as a friend.

A standard template will be used for both requesting and providing references. This has been checked and verified by Human Resources.

Only references from a trusted authoritative source will be acceptable. References will always be sought and obtained directly from the referee.

Reference requests will specifically ask:

- About the referee's relationship with the candidate.
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post, salary and attendance.

- Performance history and conduct.
- Any disciplinary procedures in which the sanction is current.
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

Self-declaration of convictions by job applicants

The school's policy is to require shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether 'spent' or 'unspent' and include any cautions, reprimands or warnings and pending prosecution.

The disclosure of any convictions, cautions, reprimands or warnings or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

SHORTLISTING

Before the closing date, a panel will be created. After the closing date, the panel will match your skills/experience against the person specification.

Selection for interview will be decided entirely on the contents of your application form. Please read the job description and person specification carefully before completing your form.

INTERVIEW

The shortlisting panel will then conduct the arranged interviews.

The panel will agree the questions to be asked of each candidate and the assessment criteria to be used. In addition to exploring the candidate's suitability for the post, the panel will explore:

- the interviewee's attitude towards children and young people
- the interviewee's willingness and ability to support the School's commitment to safeguarding and promoting the safety and welfare of children and young people
- any unexplained gaps in the candidate's employment history
- any other concerns or discrepancies arising directly from the interview

The panel will then score the applicants on the interview activities. A decision will then be made with regard to the appointment(s).

PROOF OF IDENTIFICATION

If you are selected for interview, you **must** bring the following documents:

- **current and original photographic identification and proof of address.**

SAFEGUARDING

Keeping children safe is our number one priority. We ensure that the safety and wellbeing of every child is at the centre of every decision we make.

'Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.'

Working Together to Safeguard Children DfE 2018.

Caedmon Primary School pays full regard to the DfE guidance 'Working Together to Safeguard Children, 2018' and 'Keeping Children Safe in Education, September 2023'.

The school's Child Protection Policy applies to all adults, including volunteers.

Our Child Protection Policy has been written to ensure that all staff are fully informed about their responsibilities in relation to Child Protection, are aware of signs and symptoms which may suggest that a child is coming to harm, the various types of safeguarding issues that we may face as educators of children and who to speak to if they have a concern about a child or member of staff.