

# achieving **Success** for all



Candidate Information Pack  
**School Business Manager**



# Welcome

Thank you for your interest in the post of Business Manager currently advertised at Churchdown. I thought it would be useful if I gave you a personal perspective of our unique school to help you to decide if this role is the right opportunity for you - a role where you would be happy, thrive and make a valuable contribution to our community.

Churchdown never stands still. Our school is part of the SSAT Leading Edge – a group made from the highest performing schools nationally. As a Leading Edge school, we are able to share the best educational practice. This means that we will never stand still as a school and always seek to improve. Through working with the best educational leaders in the country, we have taken a number of excellent strategies which you will find in our school - such as ensuring teachers are under allocation to help ensure well-planned lessons, and adding more INSET days to support quality planning for our students: we passionately believe professional practice is vital to our proud profession.

Similarly, if you visit some of the schools in our national network, you will also see elements of Churchdown in them – such as our simple strategies to achieve distraction free classrooms and our careers programme which has seen more Oxford and Cambridge candidates than ever before. Working in this way has resulted in our students achieving excellent Progress 8 scores and value added at KS5 – results that put us in the top 3% of all schools nationally. Our attendance figures are also significantly above national figures. This is a headline we are particularly proud of; it tells us that the students value their school and value their time here.

Regardless of the position of responsibility we hold at Churchdown, all the staff are responsible for inspiring and encouraging those we work with; first and foremost, the students. Our goal is based not on focussing on what's standing in our way; it is about taking steps that will be positive and that will have a lasting effect on everyone around us. Collective actions from all of us are carried out with excellence every day for our students. As a result, we provide a school that allows every student to achieve far beyond what they even dreamt was possible.

Our students deserve the best and proudly I can say as headteacher that we aspire to give the best for our students. I know this because in our school are people who will care for them; want the best for them; will not allow them to fail; will make them feel part of something by calling them by their name and asking if they are ok today; help them succeed; provide a place where they can do their best and allow them to see a life they didn't know existed. Could that someone be you?

I hope this is an insight which inspires you to apply for the post of Business Manager. Please do call the school to speak with me so you can decide if Churchdown really is a place you can develop your career. It would be my pleasure to tell you more about our school, discuss this role and find out more about you.

David Potter



Headteacher



# Our School Mission and Purpose

Our mission is to be a school where student development and learning are at the centre of everything we do. Students are expected to strive for personal excellence and demonstrate a commitment to learning as they fulfil their potential. Our community is a nurturing and caring one where students are encouraged to show compassion, friendship and support towards one another. We aim to provide an education which is fully inclusive, where every child is valued for who they are and who they can become.

At Churchdown School the education we provide is guided by values of **integrity, resilience, respect, ambition** and **friendship**. These values are particularly important to us as we develop the students into lifelong learners and prepare them for a life beyond school.

## Employee Benefits

- Electric Car Salary Sacrifice Scheme
- Onsite parking and cycle storage
- Cycle-To-Work Scheme
- Free Flu Vaccines
- Free access to school fitness suite
- Dry cleaning delivery service
- On site car valet service
- Family-focused leave
- Discounted Nuffield Health gym membership
- Subsidised, onsite exercise classes
- Comprehensive Free Employee Assistance Programme
- Free onsite financial advice clinics
- ...and more!

# **JOB DESCRIPTION**

**JOB TITLE:** School Business Manager

## **CONTRACT DETAILS**

**SALARY SCALE:** Leadership Scale Point 11-16

**HOURS:** 37.0 hours per week

### **RESPONSIBLE TO:**

The Headteacher, Governors

### **RESPONSIBLE FOR:**

- Strategic Financial Planning, Finance, Overseeing Human Resources and Site Development, ICT Infrastructure, Capital Projects, Risk Management,, Whole School Administration

### **MAIN PURPOSE OF JOB:**

- Be an active member of the Senior Leadership Team (SLT) and contribute to the strategic development of the school
- Be responsible for the financial and business management of the school
- Be responsible for leading and overall strategic direction of all support services of the school including finance, HR, admin, ICT, site, risk management, catering and cleaning
- Be responsible for delivering value for money, financial planning, budgetary control and financial advice to governors, SLT and budget holders
- Oversee the management of the site facilities and implementation of capital building improvements to provide an enabling teaching environment which will maximise staff performance and contribute to pupils' learning and well-being
- Direct fundraising strategies including the writing of bids
- Support and develop the school's ethos and culture
- Ensure the performance management process is completed each cycle to ensure that support staff are aware of their key objectives and receive training and support to maximise effectiveness
- Act as Company Secretary and attend governors' meetings

## **RESPONSIBILITIES**

### **Strategic planning**

- In collaboration with the Headteacher, contribute to the short and long-term plans for the school and the school development plan, providing high quality and timely management information to enable informed decisions to be made by the SLT and governors – especially in relation to financial management, personnel management and site development
- Establish the strategic direction in relation to the business support functions of the School
- Be responsible for drafting three-year finance business plans to achieve the strategic plans of the school
- Seek funding solutions to support school developments for the future in order to support the school development plan
- Provide recommendations, advice and guidance to the Headteacher and governors in relation to areas of responsibility
- Take decisions regarding the organisation of own work and that of staff reporting to you

## Finance

- Recommending to SLT and governors affordable and beneficial capital improvement priorities
- Securing and allocating appropriate financing sources especially in any capital bids to the DfE
- Procuring and liaising with contractors to implement approved projects and ensuring all health and safety requirements are met during construction phase
- Ensure effective control and management of all school finances and associated operations
- To monitor the financial position of the school on a monthly basis and report to the Headteacher, recommending revisions as necessary throughout the year
- To monitor all accounting procedures, for managing cash and ensure that efficient and safe routines are maintained concerning collection and security.
- Management of the finance team
- Prepare and monitor the school's budget, produce budgetary forecast reports and appropriate advice and guidance for the Headteacher and governors on any budgetary issues, remedial options and recommendations
- Ensure that the financial year end procedures are followed and the accounts are prepared and presented to the auditors to prescribed timetables
- Ensure the requirements of financial regulations and the school's finance policy are adhered to in the administration and management and security of all financial systems (payroll, debtors, creditors, BACS, credit/debit cards, cheques and controlled stationery, petty cash, school fund, bank reconciliation)
- Ensure all financial returns are prepared, completed and returned to the DfE and other recognised bodies to comply with statutory and DfE requirements
- Ensure the financial systems are held securely and that back-ups of computerised records are done daily and termly
- Provide advice on financial regulations and good accounting practice, including tax and personal liability issues
- Put systems in place to deal with all service contracts and ensure that value for money is achieved for the school when dealing with the supply of all goods and services
- Oversee that general enquiries from staff on financial issues are dealt with
- Liaise with insurance companies regarding insurance cover, claims, dealing with all correspondence and communications

## Health and Safety

- Keep up to date own knowledge and understanding of the main health and safety issues specific to the school and how they relate to pupils, staff, visitors, contractors and lettings to outside organisations
- Formulate, monitor and implement the school's health and safety policy to comply with the requirements of Health and Safety at Work Act and other legislation. Ensure it is kept up to date, clearly communicated and available to all staff

### **In conjunction with the Site Manager:**

- Plan, instigate and maintain records of fire practices and alarm tests
- Ensure the school's written health and safety policy statement is clearly communicated and available to all staff
- Enable regular consultation with staff on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Trustees, Governors and where appropriate the Health and Safety Executive
- Ensure the maximum level of security consistent with the ethos of the school

## **Human Resources**

- Management of Human Resources
- Ensure that all recruitments, appraisals, staff development, grievances, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Manage recruitment, performance management, appraisal and development of all support staff
- Seek and make use of specialist expertise in relation to HR issues
- Implement policies and procedures at school (e.g. remunerations, holiday/sick days, recruitment screening, backgrounds checks, etc)
- Working with the Finance Officer, ensure that all staff are paid correctly by preparing monthly salaries via Sage Payroll or oversee payments of salaries via an external payroll bureau
- Manage payroll for all school staff including the management of pension schemes and associated services
- Ensure that staff are employed on appropriate terms and conditions in line with School policy and that all employees have a contract, up-to-date job descriptions and person specifications
- Ensure current pay scales are available and that accurate salary calculations, evaluations relevant to a post and other administration associated with the appointment of staff is done
- Ensure that any staff enquiries regarding payment, payroll, pensions etc. are dealt with
- Participate in staff recruitment, selection, induction and performance management for all support staff
- Line management and deployment of site, IT, catering and finance staff

## **Site Maintenance**

- Be the strategic and operational lead for premises and facilities management at the school
- Line management of the Site Manager to ensure the Site Maintenance team are working within the set budget, identifying potential shortfalls and the re-allocation of monies in emergency situations
- Develop a site plan with the Site Manager and SLT regarding work needing to be completed
- Provide advice and guidance to the Site Manager in relation to site maintenance contracts
- Ensure that the school is fully compliant in all health and safety matters
- In conjunction with the Site Manager, ensure adequate central records of and maintenance schedules as required for buildings, materials, hazardous substances, water, appliances, services etc. as a safeguard of the school
- Be responsible for making decisions regarding the school premises in line with budget provision and operational requirements and evaluating tenders ensuring best value
- Ensure the safe maintenance and security operation of all school premises
- Ensure ancillary services e.g. catering, cleaning, are monitored and managed effectively

## **Line Management of Support Services**

- Line management of the IT Manager to ensure staff and students are effectively supported through robust and reliable curriculum and non-curriculum IT systems
- Working with the IT Manager to establish and implement strategies for improving the school's IT infrastructure
- In conjunction with the IT Manager ensure adequate CCTV coverage of the school to ensure proper safeguarding of our students, staff and visitors
- Ensure all licenses and insurance policies are kept up to date and provide value for money
- Line management of the Catering Manager to ensure the catering provision is of high quality and offers value for money to students and staff
- Leading the implementation of improvements to dining facilities to meet current and future demands
- Line management of the Site Manager who in turn line manages the Cleaning Supervisor to ensure all school buildings are cleaned daily to provide a clean environment conducive to effective learning and working for students and staff

## **GENERAL RESPONSIBILITIES**

- Ensure that the school's risk register is maintained and reviewed and that mitigating actions are implemented in a timely manner to reduce business risks to the school to a level deemed acceptable by governors
- To maintain confidentiality at all times; some information will be of a sensitive nature, some will be covered by the Data Protection Act
- To perform duties to agreed timetables and deadlines
- To comply with the School's safeguarding policies
- To comply with health and safety policies, including fire precautions and prevention
- Maintain confidentiality of all information concerning pupils and staff
- To comply with the school's regulations concerning performance of their duties and undertake any such other duties as reasonably required by the Headteacher

# Person Specification

**JOB TITLE:** School Business Manager

Essential	Desirable
<b>Qualifications</b>	
A recognised accounting qualification (or equivalent)	Degree and/or School Business Management Diploma (DSBM) or Certificate (CSBM) Member of a recognised professional accountancy body
At least 5 A* to C GCSEs (including English and Mathematics)	
<b>Experience / Knowledge</b>	
At least five years' experience working within a senior finance role in an educational organization	Knowledge of legislation relevant to areas of the business support teams which the post has responsibility for
Experience of financial planning of a school, academy or other organisation	Experience of writing finance related policy documents
Experience of budget setting and budgetary control	Experience of bid writing and developing income generation opportunities
Experience of finance management information systems	A working knowledge of Sage Payroll and FMS
Evidence of successful leadership of teams	
Experience of working with school governors, trustees and/or board of directors	Knowledge of Keeping Children Safe in Education
An understanding of the practical application of finance legislation relating to academy trusts	Experience of working at a senior level which gives competency in business support functions
<b>Skills</b>	
Excellent literacy, numeracy and ICT skills. Working knowledge of Microsoft Office packages, especially excel, word and power point.	Strong skills in financial analysis and risk management
Excellent communication and interpersonal skills with the credibility to interact and build positive working relationships with staff and managers and to influence at all levels	Excellent leadership skills and the ability to inspire and challenge colleagues, peers and teams
Excellent presentation skills and the ability to adapt complex information for the appropriate audience	
Highly effective problem-solving, administrative and organisational skills	



# Person Specification

**JOB TITLE:** School Business Manager

Essential	Desirable
<b>Personal Qualities</b>	
High standards of professionalism and confidentiality	Ability to work effectively in a team environment and manage the performance of a diverse range of staff
The ability to prioritise effectively whilst working under pressure and to deadlines	
Ability to work strategically and to seek and implement creative solutions for complex problems and to develop and implement action plans to deliver these solutions	Resilience and the ability to work under pressure to meet deadlines, often without guidance from the Headteacher or Governors, to deliver agreed objectives
Pro-active, self-motivated, with a commitment to continuous improvement	
Ability to steer a service/organization through change	A track record in leading successful delivery of large and/or complex projects across a business/organization
<b>Equal Opportunities</b>	
To be sensitive to any matters relating to discrimination and take positive steps to ensure equality of opportunity for all	Knowledge of Equal Opportunities legislation
<b>Other Working Conditions</b>	
The role is expected to work the hours required to meet the requirements of the posts e.g. attending governors' meetings, community meetings	
The Business Manager will often be the only senior leader in school during the school holiday period and will have responsibility for decisions in the absence of the Headteacher	

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Churchdown 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 welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion or age.

# Why Churchdown?

Click [here](#) to find out more about  
a career at Churchdown School.



