

Dover Grammar School for Girls

Applicant Letter and Information



School Business Manager

Full Time

Kent Range 11 – 12 depending on experience

Required: March/April 2021



Dover Grammar School for Girls is an Outstanding Grammar School which fosters excellent academic standards combined with a strong and caring community. It is also an innovative school where staff are encouraged to look constantly at various ways of improving every aspect of our work. It is a place where students enjoy the very best education.

Dover Grammar School for Girls is committed to safeguarding and promoting the welfare of our students, so the interview will include questions relating to child protection.

Members of the interview panel have undergone Safer Recruitment training. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and an enhanced DBS check will be required prior to appointment.

a: Frith Road, Dover, Kent. CT16 2PZ
t: 01304 206625
e: enquiries@dggs.kent.sch.uk
w: <http://dggs.kent.sch.uk/>
 [@dggs_info](https://twitter.com/dggs_info)



Dover Grammar School for Girls

School Business Manager



Dear Applicant

Thank you for your interest in the post of School Business Manager. This is an exciting opportunity to join the team at one of Kent's highest performing grammar schools. Dover Grammar School for Girls is a selective school with 688 girls in Key Stage 3 & 4 and a co-educational sixth form of 224 students. We have been oversubscribed for many years and have been twice rated 'Outstanding' by Ofsted.

We all currently find ourselves in a very unusual time which is not ideal when recruiting to such a crucial role in the school and I also appreciate that this may not be easy for applicants. Therefore, it is important that I try to give you a feel for the school. I will provide a brief summary of the school below, and include documentation in our applicant pack to give you a virtual window into our DGGs community. I also wish to direct you to our school website, www.dggs.kent.sch.uk, where we have several videos and information that may help to familiarise you with our expectations, standards and ethos.

Dover Grammar School for Girls is an inclusive, selective school with over 100 years' experience of providing education for our local community. We are highly respected within the local community and are committed to providing top quality teaching and learning in an inclusive and high performing learning environment. We have been oversubscribed for many years and remain a popular choice with parents and students alike.

Our foundations are built upon our vision tri-colon which is 'Building Character, Fostering Respect and Achieving Success'. We also practise 5 Character Values which we believe underpin good citizenship and are the qualities which we wish to celebrate within school. These were decided upon after consultation with the staff and students alike, the values represent what we as a community value in each other and are central to our ethos and practice. You can read more detail on our website regarding the vision tri-colon and Character Values of Mutual Respect, Intellectual Curiosity, Compassion, Courage and Moral Purpose.

Our school site and finances have been exceptionally well-managed for many years by our existing School Business Manager who is retiring after 20 years' service at the school. The very old site has been efficiently maintained with a rolling programme of maintenance and the financial management has been excellent, enabling us to thrive in these very difficult times.

We are looking for a dynamic and forward-thinking individual who will be able to balance the demands of managing the day-to-day operations of the school with strategic development of our infrastructure and support functions so that we can improve the opportunities available to our students and wider community. The successful applicant will lead a highly professional and supportive team in a department that is crucial to the success and smooth running of the school. The successful candidate must demonstrate professionalism, be able to work on their own initiative as well as working as a team member, and have a positive, collaborative and 'can do' approach.

This post requires an innovative hard working individual who is dedicated, diligent and flexible with a good knowledge of Microsoft Office. Expertise in SIMS, FMS6 and BPS and other programs will be useful, but is not essential to the post as KCC training will be provided. The ability to work under pressure and meet deadlines in an accurate and effective manner is, however, essential.

The role will include being a member of the School's Leadership Team. We are therefore looking for a candidate who thrives on challenges and has a passion for making a difference along with the expertise to further develop our site and financial position.

What makes our school special is that we are a diverse yet united group of individuals, working together to ensure that our students, parents and the local community are provided with the highest academic provision. We work hard, but we enjoy what we do.

If you share our passion, energy, enthusiasm and drive to ensure the progress of our students, within this close-knit environment, then we look forward to receiving your letter of interest and completed KCC application form, which can be downloaded from our website or Kent Teach. To assist you in this process we have included a job description, person specification, description of the school and a school prospectus. For more information have a look at our website.

The closing date for receiving your application is midday, Friday, 29th January with interviews taking place on Wednesday 9th and Thursday 10th February 2021.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R.C.F. Benson', followed by a small horizontal line.

Mr RCF Benson
Headteacher

Dover Grammar School for Girls

School Business Manager



Information about Dover Grammar for School for Girls

Background Information

Dover Grammar School for Girls (DGGS) is a selective girl's school for Years 7 to 11 with a co-educational Sixth Form. Our latest Ofsted in 2013 rated the school as Outstanding.

DGGS is an oversubscribed school and is expanding to meet the demand for more school places in the area. Our intake has risen from 120 to 140 over the last few years. We consistently receive over 300 Year 7 applications and the vast majority of our intake is drawn from within 5 miles of the school.

Our Headteacher, Robert Benson, took up post in October 2016. Since then the school has developed its approach to SEN, disadvantaged students and especially its use of ICT. The 6th form offer is now an innovative 3+ offer with a wide co-curricular and enrichment offer. The school now has a strong reputation in the area as a caring community as well as a high achieving school.

Management & Staffing

The school is led by the Headteacher assisted by two Deputy Heads and two Assistant Headteachers. The Senior Leadership Team also includes the School Business Manager.

We currently employ 67 Teaching Staff, 29 Support Staff and 8 Premises Staff.

The Business Manager oversees the Premises Team made up of our Site Manager, Assistant Site Manager, Cleaning Supervisor and 5 Cleaners.

The Finance Team consists of the School Business Manager together with a Bursar and Finance Officer, of who are both experienced in their roles.

Our catering contract is currently outsourced to Independent Catering. This service provides good value for money for the school and the management of this type of contract is a key part of the SBM role.

Buildings & Facilities

The school comprises of one main block and several outer buildings. We take great pride in the external and internal quality of our learning environment, ensuring that our students and staff have the best resources and facilities that we can afford. Every classroom has a staff computer and smartboard. There is one gym and one school hall.

Following a successful bid to the Local Authority, we have recently built a new Science block comprising of 4 Science laboratories, prep rooms and office space. The building was officially opened in November 2019.

Significant recent investment in ICT equipment has created a strong foundation for remote learning and future developments to support teaching and learning.

Further capital investment in the school site is hopeful through our plans for expansion to meet local demand and the SBM role will feature heavily in shaping these plans.

Finance and Personnel

The annual budget is almost £5 million and is expected to grow in future years supported by expansion of student numbers and an increase in FSM and Pupil Premium eligibility.

DGGS has always managed to set a well balanced budget and continues to operate a healthy carry forward balance.

Future funding forecasts are expected to be positive to offset increased employment costs and additional student growth will further underpin the budget position.

The school maintains its budget using SIMS FMS6 together with the BPS financial tool, maintains its own bank account and corporate cards.

Payroll and HR services are outsourced to Intepay and are fully managed by the SBM.

Professional Development

At DGGS, all staff are supported to develop professionally, both through regular, informal collaboration and through more formal CPD opportunities. We are part of a loose collaboration of schools the Dover, Deal and Sandwich Partnership, which affords significant opportunities for collaboration between staff at all levels. In addition, we invest time for all staff, support and teaching, to identify and work on areas they wish to improve, linked to our appraisal cycle.

Dover Grammar School for Girls

School Business Manager



Job title:	School Business Manager
Report to:	Headteacher
Hours:	Full Time
Kent Range	KR 11 – 12 depending on experience
Responsible for:	Designated Support Staff

Purpose of the role:

- To give strategic vision and leadership to all aspects of Finance, Human Resources, Premises and Health and Safety
- To promote the highest standards of business ethos across the support staff team and strategically ensure the most effective use of resources in support of the school's objectives
- To operate, maintain and develop the financial procedures and systems of the school in co-operation with the Leadership Team and Governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained
- To be responsible for the school site and its buildings, their maintenance, development and efficient use
- To function as line manager for designated support staff
- To function as a member of the Senior Leadership Team
- To ensure that the school is fully prepared to meet SFVS and other financial standards
- To liaise with the Local Authority on business matters

Principal Accountabilities:

- To advise the Leadership Team on matters relating to Finance, Human Resources, Premises and Health and Safety
- To report to governors on Finance, Human Resources, Premises and Health and Safety at all circle governing body meetings
- To take delegated responsibility for financial and premises decisions following appropriate discussions with the Headteacher

Health & Safety

- To monitor, and review the school's Health & Safety policy
- To ensure there is consistent health and safety compliance across the site
- To oversee the Premises Team regarding Health & Safety of the site

- To manage works to the site, as appropriate, liaising with all agencies and line managing the tasks of the Premises Team
- To advise all staff as appropriate
- To oversee the Fire records, held by the Premises Team. Working with them and in co-operation with the Fire Service, regarding installation and maintenance of equipment for protection against and escape from fire
- To oversee fire and other safety evacuations and the production of emergency plans, in close conjunction with both the Site Manager and the Headteacher

Premises

The School Business Manager will be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school, working with the Site Manager.

Specific responsibilities include:

- To compile and implement a Premises Development Plan
- To maximise additional funding streams to support site improvements including capital grant funding, local and national grants to assist in the delivery of the infrastructure plan
- To ensure, through regular contact with the Premises Team, the proper maintenance and repair of the school is carried out and progress is monitored
- To ensure the appropriate placing and monitoring of all service contracts including catering
- To lead on all Health & Safety matters, including measures in the event of emergencies
- To instigate and evaluate projects for the development of the school
- To be responsible to the Headteacher for the security, maintenance, heating, cleaning and other general site services within the premises
- To deal with all external agencies, delivering services to the school and to deal with all aspects of tendering including compulsory, competitive tendering
- To be responsible for liaising with others regarding the letting of the school premises to outside organisations and school staff, the development of all school facilities for out of school hours use, with particular reference to the local community
- To purchase, repair and oversee the maintenance of all furniture, equipment and fittings
- To monitor the work of on-site contractors and arrange for estimates for work.
- To ensure that the best use is made of the premises personnel and to be responsible for their allocation of hours and pay claims
- To monitor and oversee the quality of work by contractors, premises and cleaning staff, reporting to the Governors as appropriate

Financial

The School Business Manager will prepare an annual budget for the school to be submitted to the Governing Body and will provide specific expertise in long-term financial management. Specific responsibilities include:

- To ensure the school has appropriate financial systems. Managing all aspects of the schools financial systems (including voluntary funds such as School Fund) in accordance with the agreed policies and timetable; ensuring accurate financial records are maintained and reporting on a regular basis to the Headteacher and Governor
- To regularly monitor and report on pupil places, Free School Meals take-up and pupil premium figures in order to secure maximum income to the school
- To secure bid-based, competitive funds
- To support with the marketing of the school so that students number remain high
- To ensure projects are appropriately costed, resourced and managed.
- To ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both the LA and the school are observed
- To prepare for approval by the Governors of annual estimates of income and expenditure (6x per year)
- To manage SIMs FMS6 module and BPS giving guidance to other users
- To prepare appraisals for particular projects and the development of long-term initiatives for the school
- To co-operate, initiate and manage audit procedures as necessary
- To manage the tendering for all service contracts; monitoring all insurance policies, with a view to cost effectiveness and ensuring that the school maximises its potential from the LA
- To undertake monthly monitoring of the financial position of the budget.
- To monitor and control capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors
- To Promote the school's activities and premises with the objective of maximising letting income with agreed policies
- To drive best value in all school operations and contracts in order to maximise expenditure available for education
- To support staff responsible for delegated budgets with procedures which enable them to monitor these budgets
- To support the standard and cost effectiveness of the appointed catering contractor within the agreed performance indicators.
- To be responsible for the preparation, submission, ensuring accuracy and authorisation of the payroll function for all staff

Administration and ICT

The School Business Manager will be responsible for those aspects of administration of the school which do not relate to the teaching, supervision and pastoral care of the students. Specific responsibilities include:

- To work with the Network Manager in the planning for effective provision of ICT resources at the school, including hardware / software and the efficient running of the IT Support Team
- To ensure inventories of equipment and stock are maintained; all statutory and statistical returns are completed as appropriate

Human Resources

Specific responsibilities include:

- To maintain an overview of staffing for the school, working with the Headteacher towards a strategic view for future requirements
- Manage the Disclosure and Barring Service (DBS) checks function and Single Central Record (SCR) database
- To be responsible for the administration of all Personnel paperwork regarding to staff of the school
- Oversee staff absences, alerting the Headteacher to any significant findings. To ensure all returns relating to absence are correctly completed and recorded
- To ensure occupational health referrals are timely and accurate
- Overseeing the maintenance of the SIMS database relating to the staff of the school
- The correct completion and submission of all statutory returns relating to Personnel of the school
- To advise and support the Headteacher in personnel issues relating to Disciplinary, Competency and Capability
- Liaise with SPS Personnel regarding employment law regarding any issues arising in respect of Human Resources

Line Management Responsibilities

The School Business Manager will be responsible for managing premises and other designated support staff. Specific responsibilities include:

- To manage the staffing operation of the Finance Dept, ICT Dept (in conjunction with the Subject Leader of Computer Science) and the Premises Team
- To motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery
- To manage staff attendance and leave to ensure a continuous service throughout the year
- To work with the Headteacher to oversee support staff career development, including performance management and reviewing training requirements
- To monitor the effectiveness of the support staff to meet the needs of the school

Undertake such duties and work hours as agreed with the Headteacher and carry out duties as may be required from time to time as detailed by the Headteacher.

Dover Grammar School for Girls

Person Specification



The following experience and skills are essential/desirable

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Professional accountancy qualification, degree or equivalent qualification e.g. NCSL Diploma of School Business Management or equivalent in a finance related discipline, e.g. AAT Evidence of relevant leadership training Evidence of continuing personal and professional development 	<ul style="list-style-type: none"> Full qualification from a major accountancy body, e.g. CIMA. ACCA or CIPFA
Experience	<ul style="list-style-type: none"> Successful experience of business leadership in a medium sized organisation for a period of at least 3 years Experience of strategic planning as a business manager or equivalent Experience of finance management including budget setting, budget management, payroll management and income generation Understanding of Human Resources management Experience of writing risk assessments, health and safety and compliance procedures Experience of effectively managing a team and exposure to matrix management Experience of procurement and the management of contracts Experience of project management 	<ul style="list-style-type: none"> Experience of working in an educational setting Experience of school facilities development Experience of working with a senior management team and implementing service improvement Experience of SFS BPS software and SIMs FMS 6
Personal Skills and Attributes	<ul style="list-style-type: none"> Excellent analytical skills and sound judgement Enthusiasm for the vision of the school Resilience, perseverance and optimism in the face of difficulties and challenges An ability to inspire and lead staff to achieve agreed objectives Integrity in relation to their own and the school's practice Strong verbal and written communication skills Ability to identify commercial opportunities to maximise income The ability to find creative solutions to complex problems The capacity to think strategically at whole school level Positive, enthusiastic outlook, embracing risk and innovation Commitment and dedication to social justice, diversity, equality, inclusion and excellence Ability to manage own workload and that of others to encourage an appropriate work/life balance 	