

# Hazel Wood High School

## School Business Manager Vacancy

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## Introduction

Dear Applicant

Due to the promotion of the current postholder we are pleased to announce that we have an exciting vacancy available for a School Business Manager. You will have the opportunity to work in a friendly, caring and supportive atmosphere where every child matters. This post is based at Hazel Wood High School, which is a member of the Oak Learning Partnership Trust.

Our Trust is a recently established group of schools currently comprising of a primary, secondary and special school all located in Bury, Greater Manchester. At Oak LP we are passionate about transforming children's lives and their communities through the delivery of a well-balanced, rounded education, providing individual support in schools which are happy places within which staff and young people thrive. We are passionate about inclusion; this is at the heart of our ethos and is a consistent focus. In all our schools we endeavour to leave no child behind.

We understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, be that supporting or teaching, they are contributing to our collective aim of transforming lives. We have high expectations for our staff, we invest heavily in them ensuring they feel valued and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

Our schools work closely with one another: they collaborate, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has individuality and freedom to be innovative. What we do insist on is clarity and consistency from our leaders and always making sure common sense is at the heart of decision making.

I joined the Trust in September and I'm excited to lead Oak LP into the next part of its journey. We are laying strong foundations for growing the Trust and with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we will continue to have a strong moral purpose, provide a truly inclusive education and embed our core values of **Aspiration, Resilience, and Integrity** in everything we do.

If you're excited about joining Oak LP, your values are aligned with ours and you feel like you can make a difference please contact the school directly for any additional information about the role.

James Franklin-Smith  
CEO of Oak Learning Partnership

## Welcome from the Headteacher

Dear Candidate,

I am the Headteacher of Hazel Wood High School and during my time here, I have overseen a necessary period of considerable change since becoming a part of a Multi-Academy Trust in April 2019.

The school has a good reputation for being a caring and inclusive school, and is highly regarded by its local community. We have high expectations of our staff and a great emphasis on pupil care, which includes a particular focus on outstanding quality teaching and learning, with the aim of achieving excellent outcomes for all students.

Every student is challenged to achieve outcomes in line with the top 20% of students nationally who have the same starting points and we are determined not to settle for mediocrity. We believe that all our students deserve the very best education that we can provide.

Our teaching staff aspire to raise the standards and quality of teaching and learning, this is encouraged through inspiring and supporting colleagues and ensuring that best practice is shared and embedded. Our staff are all committed to continually improving their practice to ensure that the provision is achieving the very best outcomes.

Through high expectations around behaviour and learning, actively applied in the classroom we believe facilitates the student's ability to understand and utilise these lessons in everyday life.

The cumulative impact of all this work was recognised at our Ofsted Monitoring visit. Attainment and progress indicators at Key Stage 4 are improving; student numbers are healthy across all year groups, attendance levels have dramatically improved and exclusions are falling. After some significant restructuring we are as financially secure as anyone can be at the present time.

As a part of the Oak Learning Partnership we are proud of what we have achieved so far and excited by the continuous improvements and changes here at Hazel Wood High. This appointment will form a key element in the next phase of our transformation. If you would like to join our excellent team then we would like to hear more about you.

Visits to the school prior to application are both welcomed and encouraged. Please contact the school on 0161 797 6543 or by e-mailing the HR Department at [recruitment@hazelwood.co.uk](mailto:recruitment@hazelwood.co.uk) to arrange an appointment.

I hope that when you have read the information enclosed that you will be encouraged to apply for the post. We look forward to receiving your application.

Please visit our school website for further information.

<http://www.hazelwoodhigh.co.uk>

Paul Greenhalgh  
Headteacher of Hazel Wood High School

**Hazel Wood High School – School Business Manager**  
**Required for 5<sup>th</sup> January 2022**

**Grade 11, SCP 28 - 30 actual salary - £32, 234 - £33, 782**

Working hours 37 hours per week, all year round (may consider term time only contract for an exceptional candidate)

**Do you have the drive, passion and commitment to deliver outstanding support to help young people in our community? If so this is your opportunity to join a dedicated team of support staff who are devoted to providing the best possible education for our students.**

Hazel Wood High School wishes to appoint a dedicated and highly motivated School Business Manager. We are looking for someone to assist and support the work of the CFO and lead, manage and develop the administration team. We are looking for a colleague who:

- Will continually develop the administration team including systems and processes
- Will manage administrative, reprographic and clerical work required to support the teaching and learning
- Will act as clerk to the Local Governing Body
- Will carry out PA duties for the Headteacher

This post is particularly suitable for a person who is strategic, proactive and has experience of managing a team of administrators. The successful candidate would be expected to demonstrate that they have knowledge and experience of various software packages and will also be a part of an innovative and forward-thinking Senior Leadership Team.

**In return, we offer some fantastic incentives such as cycle to work scheme, Perkbox, childcare vouchers through salary sacrifice, tech save scheme, discounted gym fees at Bury Leisure, bespoke inductions where we pride ourselves in investing in our staff and providing training and development opportunities to enhance your performance and knowledge.**

We believe that Hazel Wood High is a great place to work. This post offers you the opportunity to work in/with:

- A school with a strong will and determination to continue to improve
- A school that has high expectations of all who work here
- A school that is driven by strong values, invests in its staff and students and has a high regard for their welfare
- A school that works effectively with all stakeholders
- A caring school where you can make a real difference to the lives of young people

You will be part of an excellent team and will be given extensive support to develop to your full potential both in this role and beyond. Professional CPD will be provided as required.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We are committed to **equality of opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Please do not send CV's. Completed applications and supporting letters should be returned by email to Miss Kristie Bloomfield, CFO of The Oak Learning Partnership Trust at [recruitment@oaklp.co.uk](mailto:recruitment@oaklp.co.uk).

**Closing Date: 9.00am, Tuesday 16<sup>th</sup> November 2021**

## Job Description

### School Business Manager

<b>Normal place of work:</b>	Hazel Wood, although you may be required to work at any other school within the Trust
<b>Responsible to:</b>	Headteacher, CFO
<b>Responsible for:</b>	Business Support Officer, Data and Exams Officer, HR Officer, Pupil Services Administrator, Attendance Officer, Finance Officer, Administrator, Receptionist/Administrator, Business Support Administrator, Site Manager and Assistant Site Manager
<b>Hours of work:</b>	37 hours per week, all year round
<b>Salary:</b>	Grade 11 £32, 234 to £33, 782 per annum (SCP 28 - 30)

#### SPECIAL CONDITIONS OF SERVICE

- Annual leave to be taken in school closure periods
- Attendance at evening meetings may be required
- Be prepared to offer flexibility in hours

#### JOB PURPOSE

- To assist and support the work of the CFO and Headteacher and SLT
- To contribute to the planning, development and monitoring of support services
- To lead, manage and develop the administration team
- To oversee the administration systems within the school
- To be a member of the Senior Leadership Team

#### KEY RESPONSIBILITIES

##### Leadership and Management

- To be responsible for the day to day leadership and management of the admin team including the reception area
- To continually develop the admin support team including systems and processes which are always under review
- To undertake performance management, identifying and arranging high level support, challenge and training as appropriate to the school's requirements
- To provide as required appropriate cover for the work of other members of the admin team according to workload pressures and/or in their absence and to ensure appropriate overlap of duties and skills to cover absence and periods of heavy workloads
- To be responsible for managing and training relevant staff who use the data and admin systems and for their provision of the highest standards of professional front line customer care
- To take the lead role in the development and maintenance of staff and student record/information systems (SIMS)
- To undertake return to stage 1 sickness absence meetings
- To support work experience placements in the office environment
- To work closely with the Trusts Central Team, which includes joint line managing members of staff with the HR Manager, Finance Manager and Estates and Facilities Manager

## **Administration**

- Approval of purchase orders as per the Trust's scheme of delegation
- To manage administrative, reprographic and clerical work required to support teaching and learning
- To manage complex administrative procedures
- To ensure all policies are reviewed in accordance with the school policy and the policy register is updated
- To maintain the complaints register and act as school complaints coordinator
- To be responsible for completion and submission of complex forms, returns etc. including those to outside agencies e.g. DfE
- Manage census data ensuring all is correct and sent within the guidelines
- Ensure accurate minutes are taken and distributed efficiently after briefings
- To provide SLT admin support including the creation of weekly agenda and typing and distributing the minutes
- To oversee the administration for school events
- Update and manage the school events calendar
- To oversee the administration for admissions, exclusions, SEN and behavior
- To produce reports and documents as required
- To be responsible for communication with stakeholders and parents
- To ensure the staff handbook is updated

## **Human Resources**

- To direct line manage the Business Support Officer, Data and Exams Officer, HR Officer, Pupil Services Administrator, Attendance Officer, Finance Officer, Administrator, Receptionist/Administrator, Business Support Administrator, Site Manager and Assistant Site Manager
- To oversee and manage probation periods for support staff
- To be responsible for ensuring all staff/volunteers in school are DBS cleared and accurate records are kept
- To be responsible for ensuring compliance in terms of safer recruitment and other relevant legislation and monitoring developments in that field
- To ensure Single Central Record is kept up to date and complete a monthly audit to produce a report for the CFO and Headteacher
- To perform audit checks on all new starter personnel files
- To support the performance management process for support staff
- To lead and manage the induction process for business support staff

## **Clerk to Governors**

- To act as Clerk to the Local Governing Body
- To maintain a register of Governor CPD
- To oversee the production of the Headteacher Report to Governors
- To assist the Headteacher in preparation for governor meetings as required

## **PA to Headteacher**

- To carry out PA duties for the Headteacher
- To manage Headteacher emails and correspondence as required



## Marketing

- To maintain, update and enhance the school website and TV screens with up to date and relevant information
- To oversee social media accounts
- To update information about the school on external websites and directories
- To liaise with and provide information to the media and arrange interviews where necessary
- To assist in the coordination of school events

## Health and Safety

- To work with the CFO and Estates and Facilities Manager to complete the annual Health and Safety planner
- To work with the CFO and Estates and Facilities Manager to manage school lettings
- To oversee the organisation of whole school risk assessments, ensuring they are updated annually and the maintain the risk assessment register
- To work with the Deputy Headteacher ensuring all educational visits procedures are followed
- To ensure all accident information is recorded, ensuring actions are completed and reported as necessary
- To produce half termly accident reports and near miss reports for the Headteacher, identifying trends and areas for concern
- To ensure school has sufficient first aiders and that they are suitably trained
- To ensure staff eligible for driving the school minibus have completed MIDAS training and have annual driver license checks to ensure suitability to drive a minibus, refereeing any concerns to the Headteacher.

## Other

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be committed to the principles of on-going professional development and to undertake appropriate training as required
- Follow school ethos and values of respect, responsibility and aspiration
- To undertake any other duties and responsibilities commensurate with the salary

## School Business Manager

Criteria		Essential/ Desirable
<b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:		
	<ul style="list-style-type: none"> <li>GCSE's or equivalent A* - C in English and Maths</li> </ul>	E
	<ul style="list-style-type: none"> <li>To hold a Business Administration qualification</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of managing a team of administrators.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Hold CSBM and/or DSBM or Level 4 ILM Diploma for School Business Managers or equivalent qualification</li> </ul>	D
	<ul style="list-style-type: none"> <li>Have undertaken qualifications in Health and Safety</li> </ul>	D
	<ul style="list-style-type: none"> <li>Previous experience of working in a school environment, dealing with members of the public</li> </ul>	D
<b>Ability, Skills and Knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:		
	<ul style="list-style-type: none"> <li>Possess excellent management skills</li> </ul>	E
	<ul style="list-style-type: none"> <li>Possess excellent communication skills</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to generate a collective strategic vision and shared purpose</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to deliver a high standard of service</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to deal with situations under pressure in a tactful, calm and confident manner</li> </ul>	E
	<ul style="list-style-type: none"> <li>Possess good numeracy skills</li> </ul>	E
	<ul style="list-style-type: none"> <li>Excellent time management skills with the ability to plan and prioritise own workload to meet deadlines</li> </ul>	E
	<ul style="list-style-type: none"> <li>Excellent personal and office organisational skills</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to act on own initiative and be proactive when solving problems</li> </ul>	E
	<ul style="list-style-type: none"> <li>Demonstrable ability to operate various software packages, e.g. Microsoft Word and Excel, and information technology systems</li> </ul>	E
	<ul style="list-style-type: none"> <li>Have the ability to relate well to children and adults</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven ability to develop and successfully implement strategies</li> </ul>	E
	<ul style="list-style-type: none"> <li>Have the ability to identify your own training and development needs and co-operate with the means to address these needs</li> </ul>	E
	<ul style="list-style-type: none"> <li>To have proven ability to lead, motivate, enthuse and drive forward individuals and teams to achieve and sustain high performance</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to analyse, evaluate and make critical organisational decisions</li> </ul>	E
<b>Personal Style and Behaviour:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the necessary attributes that support the requirements of the following personal styles and behaviours:		
	<ul style="list-style-type: none"> <li>Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Self-motivation and personal drive to complete tasks to the required timescales and quality standards</li> </ul>	E
	<ul style="list-style-type: none"> <li>The flexibility to adapt to changing workloads demands and new school challenges and attend Board/Committee meetings as required outside of normal working hours</li> </ul>	E
	<ul style="list-style-type: none"> <li>Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users</li> </ul>	E
	<ul style="list-style-type: none"> <li>Personal commitment to continuous self-development</li> </ul>	E
	<ul style="list-style-type: none"> <li>Personal commitment to the school's professional standards, including dress code</li> </ul>	E