



MAIDSTONE  
GRAMMAR SCHOOL

FOUNDED 1549

# School Business Manager

## October 2024

Candidate Information Pack

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**MAIDSTONE**  
**GRAMMAR SCHOOL**  
FOUNDED 1549

Dear Prospective Candidate

Thank you for your interest in the position of School Business Manager and for the time you will take to read the information pack, explore our school website and hopefully apply for the post. This vacancy arises due to the retirement of the current School Business Manager, having given 30 years' service to the school.

The successful applicant will need to be fully qualified in all aspects of the role, as set out in the job description and person specification, and have the advanced skills, experience and character to fulfil the role. The post holder is a member of the Senior Leadership Team and plays an integral part in the strategic and operational running of the school.

The successful applicant will work incredibly closely with me and the rest of the Senior Leadership Team, but will also need to work independently at a strategic level and line manage a number of support staff areas.

If, once you have read the information pack, you would like to speak with me or visit the school, which I strongly advise, please contact my PA, Mrs Denise Friend via [dfriend@mgs.kent.sch.uk](mailto:dfriend@mgs.kent.sch.uk).

Thank you for your consideration of MGS; the Governors and I look forward to receiving your application.

**Mr M Tomkins BSc NPQH**  
**Headteacher, Maidstone Grammar School**

## Vision and Ethos

At Maidstone Grammar School, we believe in providing a supportive and inclusive environment that prepares young people for the future. Our school is not just an academic institution, but a way of life that combines a strong focus on academic success with opportunities to develop leadership skills and give service to our community.

Our vision, ethos, and values can be broken down into two main pillars: Inspire to Learn and Inspire to Belong. We strive to inspire our students to love learning, to be curious, and to ask challenging questions. We want them to be independent, know how to respond to feedback, and see the connections across different subjects. Alongside this, we also inspire our students to belong to their school – ensuring they feel safe and supported, having respect for one another, and having a sense of identity. We help students to develop strong moral values such as patience, humility, courage, ambition, drive, and enthusiasm.

As part of this vision and ethos, we also place great emphasis on valuing and preserving our history and traditions. Our school motto, "Olim Meminisse Juvabit" ("A joy it will be one day, perhaps, to remember even this"), taken from Virgil's Aeneid, encapsulates the values and ideals of Maidstonians and reminds us of the generations that have come before us. We believe that our unique vision, ethos, and values are what sets MGS apart and is what makes our school an excellent choice for prospective candidates.

Our approach to education is built on the idea that forming strong and lasting relationships is the basis of a successful and fulfilling school life. We strive to provide students with a nurturing and inclusive environment that addresses the individual needs of each student and helps them to develop self-respect, self-discipline, and self-understanding. We want students to have fond memories of their time at MGS and leave as confident, self-assured, mature, responsible, and capable young adults with a strong work ethic.

If you share our passion for fostering a close-knit and supportive learning community where academic and personal growth is prioritised, then we would be thrilled to have you apply to join our team at Maidstone Grammar School.

## Required for October 2024

### School Business Manager

Full Time - (52 weeks/37 hours per week)

Salary: Kent Range 14 - £64,868 - £73,071

The Headteacher and Governing Body are seeking to appoint a highly motivated and experienced School Business Manager with excellent experience of school finance, personnel and administration services, as well as having knowledge and experience in health & safety, estates management, IT infrastructures and building developments. Experience of a school setting would be desirable. The role requires a collaborative team player who is able to multitask effectively, motivate others and demonstrate excellent interpersonal and organisational skills.

MGS is an 11-18 academically selective boys' grammar school with a mixed sixth form and offers a stimulating academic environment in which to work with students whose commitment to study has been highly praised by Ofsted.

Please contact the Headteacher's PA, Mrs DA Friend, by phone or e-mail ([dfriend@mgs.kent.sch.uk](mailto:dfriend@mgs.kent.sch.uk)) for an information pack or download one from the MGS website <https://mgs.kent.sch.uk/>

The deadline for the receipt of applications, by letter with completed MGS application form is midday on Friday 3 May 2024. **Please complete the application form via this [LINK](#).** If you would like to visit the school and meet the Headteacher during 22- 25 April or 29 April to 1 May, please contact Mrs D Friend via the email address above. CVs are not accepted, please complete the application form in full. Interviews will take place on Thursday 16 May 2024.

*Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with former employers and the DBS. Maidstone Grammar School is an Equal Opportunities Employer.*

# Job Description

**Job Title:** School Business Manager

**Reporting to:** The Headteacher

## **Main purpose**

The School Business Manager (SBM) is a member of the Senior Leadership Team (SLT) and is responsible for managing the strategic and operational business of the school, including having knowledge, experience and understanding of financial management, health and safety, human resources, compliance, IT infrastructure and administration. They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently. This role requires considerable commitment and dedication to the school.

## **Duties and responsibilities:**

### **Leadership and strategy**

- Be responsible for line-managing members of the support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development.
- Under the direction of the Headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.
- Implement school-wide changes and allocate resources in line with the school development plan, putting policies and procedures in place and communicating them to staff.
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing.
- As a member of the Senior Leadership Team, attend all leadership team meetings and report to governors where appropriate.
- Carry out all roles associated with being a member of the SLT.

### **Financial management**

- In partnership with the Headteacher, produce the school's budget to ensure it is balanced, realistic, and represents an effective use of public funds.
- Submit the budget to the governing body.
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed.
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions.
- Comply with financial reporting requirements and submit statutory returns.
- Strategic oversight of the school finance team.
- Develop strategies to generate income in order to support the needs of the school including sourcing and applying for grants.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money. This includes the school meals, grounds and cleaning contracts and oversight of school lettings.
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance staff where appropriate.



### **Human resources**

- Strategic oversight of the school's payroll provision with the payroll provider.
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.
- Advise on HR issues within school and liaise with the external HR providers.
- Support the Headteacher with the school's staffing structure to ensure effective deployment of staff and financial efficiency.
- Work in partnership with the Deputy Head (Staff Learning) on the support staff performance appraisal process.
- Deal with staffing matters relating to illness, absence and occupational health.
- Act as the Staff Welfare Officer.

### **Health and safety**

- Act as the Health & Safety Officer and organise health and safety training for staff.
- Oversight of the premises team, and advise the Headteacher on the maintenance of the school site.
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school which includes ensuring the school has robust and regular evacuation procedures.
- Act as the school's Educational Visits Coordinator.

### **Compliance**

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.
- As a member of the SLT track relevant school policies and procedures appropriate to the role and ensure they are updated in accordance with the policy review schedule.
- Monitor and update the financial risk register.

### **Administration**

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Act as Data Protection Lead and liaise with the school's Data Protection Officer ensuring data protection compliance and helping the school community understand how to comply with data protection law.

### **IT Infrastructure**

- Strategic development of IT and future technology and systems, having oversight of the work of the network manager and the e-learning manager.

### **Estate Management**

- Strategic oversight of all aspects of estate management including overseeing the work of the premises manager and his team, as well as leading on the development and progress of major building projects within the school.

The School Business Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.



## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• A degree or other relevant qualification - ideally in accountancy, business management or a related discipline.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school, or in a relevant field in or outside of education.</li> <li>• Involvement in school self-evaluation and improvement planning.</li> <li>• Line management experience.</li> <li>• Contribution to staff development.</li> <li>• Working with children or young people.</li> <li>• Management of building projects .</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of financial management, IT infrastructure and health &amp; safety law.</li> <li>• Expert knowledge of procurement and employment law.</li> <li>• Excellent attention to detail, communication and interpersonal skills.</li> <li>• Previous use of School Management Systems including FMSis would be an advantage.</li> <li>• Ability to communicate a vision and inspire others.</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Understanding of data protection and confidentiality.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils.</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Commitment to safeguarding and equality.</li> <li>• Embraces change well.</li> <li>• Dealing with difficult situations effectively.</li> <li>• Able to lead and chair meetings.</li> </ul>

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.



**How to find Maidstone Grammar School - ME15 7BT**  
**Directions from the M25/M26 AND M20**

Stay on the M20 until Junction 7.

1. As you leave the M20 take the slip road to the roundabout and take the 3<sup>rd</sup> exit.
2. At the second roundabout (Notcutts Garden Centre is on your left), turn left.
3. At the next roundabout, turn right, this is New Cut Road.
4. Go straight across the mini roundabouts until you come to the Ashford Road traffic lights (T junction) and as far as you can go.
5. Turn right. You will then go along the Ashford Road until you come to a railway bridge across the road.
6. Turn left at these lights down Square Hill Road and follow it to the roundabout at the end.
7. At the roundabout turn right (second exit). A short distance along is a set of pedestrian lights, go past the lights and take the next left into Hastings Road and continue up this road until you come to the sharp right hand bend at the top.
8. Maidstone Grammar School's gates are directly in front of you on the bend, drive in and turn left into the car park.

Total distance from M20 to MGS is about 10 to 15 minutes.

Directions from Google Earth can be found [HERE](#)



**List of documents required relating to your education/training if shortlisted for interview:**

**Teaching staff**

Please ensure you bring with you the following original certificates if relevant:

- Degree certificate
- QTS certificate/any relevant teaching qualifications
- Valid Passport & Driver's Licence (or birth certificate) plus a recent bill or statement in your name, showing your current address.

**Support Staff**

Please ensure you bring with you if relevant:

- Valid Passport & Driver's Licence (or birth certificate) plus a recent bill or statement in your name, showing your current address.
- Original certificates which you have stated on your application form.



### List of acceptable documents to prove eligibility to work in the UK:

As an employer, Maidstone Grammar School have a responsibility to prevent illegal migrant working in the UK. We carry out all necessary checks to ensure that our recruitment practices comply with the requirements set out in Sections 15–25 of the Immigration, Asylum and Nationality Act 2006. You, as a prospective employee, are required to provide us with documents that prove your eligibility to work in the UK.

You must provide evidence of your right to work in the UK if invited for interview or assessment. Any one of the documents included in List A or List B will provide defence if checked and copied:

### List A – Acceptable Documents which show an ongoing right to work

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area country or Switzerland.
3. A registration certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the person named is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **together with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
8. A **full** birth or adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.



9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

#### **List B – Documents which show a right to work for a limited period of time**

##### Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

1. A **current** passport endorsed to show that the holder is allowed to stay in the United Kingdom and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the United Kingdom and is allowed to do the work in question.
3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer

##### Group 2 – Documents where a time-limited statutory excuse lasts for six months

1. A certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than six months old together with a Positive Verification Notice** from the Home office Employer Checking Service\* .
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take employment, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

\* A 'Positive Verification Notice' is official correspondence from the Home Office Employer Checking Service which confirms that a named person has permission to undertake the work in question.

## Disclosure and barring (DBS) checks – relevant documents and routes

The person going through a DBS check (the applicant) must give their employer original documents (not copies) to prove their identity. The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

### Route 1

The applicant must be able to show:

- one document from Group 1, below
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant’s current address.

### Route 2

If the applicant doesn’t have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant’s current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

### Route 3

Route 3 can only be used if it’s impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant’s current address. If the applicant can’t provide these documents they may need to be fingerprinted

## Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands



**Group 2a: Trusted government documents**

Document	Notes
Current driving licence photocard - (full or provisional) All driving licences must be valid.	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

**Group 2b: Financial and social history documents**

Document	Notes	Issue date & validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, eg pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, eg Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and	UK and Channel Islands	Issued in last 3 months



<b>Document</b>	<b>Notes</b>	<b>Issue date &amp; validity</b>
Pensions, the Employment Service, HMRC		
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid



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Founded in 1549 | Headmaster Mr M Tomkins BSc NPQH