



# Robin Hood Primary School

## School Business Manager Application Pack To start 29<sup>th</sup> August 2024

Part Time 4 days per week Term Time only +2weeks worked in Holidays  
Permanent Position  
Salary: GLPC-H30

Closing Date: Friday 5<sup>th</sup> July at 12 noon  
Interview Date: Monday 15<sup>th</sup> July 2024

A unique time to join our dynamic, committed and passionate team wanting the best for the pupils they teach! Please do look at our school website to get to know us better and you are welcome and encouraged to contact school to discuss the vacancy / look around our school!

<https://www.robinhoodprimary.co.uk/>

Robin Hood Primary School  
Aiming High to Excel and Exceed

"Aiming High to Excel and Exceed"

Thirst for Knowledge  
Be curious and passionate about learning and life.

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## Letter from Headteacher

Thank you for taking the time to look at this application pack. We are looking for a unique person who can join our team from **Thursday 29<sup>th</sup> August 2024** on a 4 day a week basis. We want a School Business Manager who can bring skill and expertise and who understands the impact that the School Business Manager has in a school on the emotional culture of the organisation.

Our school was rated as “Good” by Ofsted in February 2024 and we were delighted to have so much great practice and care highlighted which supports the children who come here! Our vision at Robin Hood is: “We are a community of learners aiming high to excel and exceed!” We believe that knowing pupils and their families is paramount and across our school community we expect excellence in every aspect of school life.

The pupils at Robin Hood are fantastic: all individual with a huge range of talents and great diversity which we aim to celebrate fully. We want to motivate and inspire the children who attend Robin Hood to have aspiration and a drive to succeed whatever they dream to do later in life.

The School Business Manager role at Robin Hood has always been and continues to be crucial. There is a dynamic office team at our school who are efficient and who have clear roles and responsibilities. Our staff team are friendly and supportive and there will be some handover to support a new SBM into their role.

Our school is very lucky to have an incredible learning environment – Forest School, Art Studio, extensive grounds and outdoor areas for all year groups. We also have a unique provision of ipads and technology throughout school with 1:2:1 ipad devices in Y4, 5 and 6. All staff have ipads and are encouraged to reflect on an ever changing educational landscape, working collaboratively to find the best approaches to teaching and learning. We are a staff team that talks about teaching, strive to improve and want to make sure that children develop learning habits in school which will offer them challenge and chance to develop skills beyond Maths and English.

The School Business Manager we appoint will need to have initiative and skill in supporting the school develop and maintain the learning environments we currently have and how this evolves in the future. The ability to be creative and look for opportunity in funding, personnel and strategic thinking is also critical. They will need excellent interpersonal skills and will line manage our office and facilities staff aswell as work as part of the Senior Management Team to drive forward school improvement.

We are a very secure staff team and each member of our staff brings a unique aspect to share. Staff are encouraged to own their own CPD and are supported in their journey of professional development. We expect all of our school community to work hard and be kind!

I will be very happy to talk to you if you are interested in this post and have further questions to ask,

Kind Regards,

Nicky Bridges

(Headteacher)



### **Application Details:**

The Governors of Robin Hood Primary are seeking to appoint an enthusiastic and talented School Business Manager. This is a unique time to join a school keen to inspire pupils and staff to aspire for excellence.

We want a strong School Business Manager who is committed to and working as part of a highly effective and friendly staff to enable practitioners to ensure the best outcomes for our pupils.

### **For this post we are looking for a School Business Manager who:**

- Is creative, talented and inspirational
- Has high expectations of themselves and the colleagues they work with
- Has a strong financial ethos and understanding of the administrative function of schools
- Has a desire to make a difference to the lives of our pupils
- Is flexible
- Enjoys being a member of a team that works hard to raise standards
- Is hard working with a sense of fun!

### **Robin Hood Primary can offer you:**

- A friendly, well-motivated and caring school community
- Fun and motivated children who enjoy school life
- An excellent, hardworking and committed staff team who have exceptionally high expectations
- A supportive governing body and leadership team
- High quality continuing professional development – based on your specific needs and requirements
- An innovative and well-resourced setting

Robin Hood is a successful and friendly school with a supportive team ethos. This school adheres to the Local Authority's Safeguarding Policy. The successful candidate will be subject to an enhanced DBS check and proof of identity and qualifications will be required prior to the appointment being made. Social media checks may be made.

Contact with the school is encouraged. We can arrange tours of the school to suit applicant's needs.

Please contact the school office on 0115 915 3982

Or email: [admin@robinhood.nottingham.sch.uk](mailto:admin@robinhood.nottingham.sch.uk)

Closing date: Friday 5th July at 12 noon

Interviews: Monday 15th July 2024

**General Data Protection Regulation:** Our privacy notice for candidates can be found at:

<https://www.robinhoodprimary.co.uk>

**Safeguarding and Child Protection:** Robin Hood Primary School is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. All new staff within the school will be subject to an enhanced DBS check and all other safeguarding requirements

in accordance with DfE legislation. All members of staff will receive training in line with our Safeguarding and Child Protection Policy.

**Equal Opportunities:** Robin Hood Primary School welcomes enquiries from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

# Job description



## Job title: Primary School Business Manager & DPO

Department: Children & Adults

Service: Schools

Job evaluation number: JE1000005132

Grade: H

**1 Job purpose:** To act as a member of the senior management team of the school and to carry out responsibilities which contribute to the achievement of school aims and objectives, including responsibility for project management, business planning and financial resources including budgeting, budget modelling, maintenance of financial probity and marketing of the school.

To act as the School's Data Protection Officer, responsible for monitoring compliance with current data protection law, having the knowledge, support and authority to do so effectively. To oversee the school's data protection processes and advise the school on best practice.

### 2 Principal duties and responsibilities:

#### Finance and Business Planning

1. To take a lead role, working in liaison with governors, head teacher or other members of the school management team in the planning, setting, apportionment and evaluation of the annual budget for the coming year, including preparation of final accounts and liaison with auditors, preparing appraisals for particular projects and the development of business plans.
2. To manage, maintain and monitor the school's budgetary allocation and provide the school management team with a range of financial information and budgetary alternatives as requested.
3. To attend Finance meetings, including the Governing Body's Finance and General Purpose committee, and where appropriate other committees of the governing body to report budgetary issues.
4. To ensure effective operation, implementation and development of new and revised financial/accounting procedures and systems in accordance with statutory guidelines, financial regulations, school and education department policy and practice.
5. To prepare all financial returns for the DfES, LEA and other central and local government agencies within statutory deadlines.
6. To identify need and manage procurement and be responsible for drafting bids, marketing and promotion of the school in order to secure relevant funding in a competitive environment.

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7. Manage effective administration of all financial procedures, e.g. processing of orders/invoices, collation/processing of all school monies.

### **Management of Support Services/ Facilities**

8. To have delegated management responsibility for all administrative and technical support functions including estate management, school office and reception, reprographics and ICT. To be responsible for the recruitment, development and appropriate deployment of all support staff.
9. To oversee all aspects of estate management including producing planned programmes of repairs and negotiation/liaison with contractors and management of the use of school premises by outside agencies.
10. To manage the school's HR processes, ensuring the accurate maintenance of staff records including staff absence, contracts etc.

### **General/ Project management responsibilities**

11. Responsible for provision of specialist advice to the school management team/governing body on national and local guidelines/policy.
12. Interpret matters of policy/procedure/statute to ensure school's compliance and initiate appropriate action.
13. Responsible for developing, negotiating and managing project work including grant funded projects with the aim of contributing to the development of the school.

### **Data Protection**

14. Advise the school and its employees about their obligations under current data protection law, including the General Data Protection Regulation (GDPR)
15. Develop an in-depth understanding of the school's processing operations, information systems, data security processes and needs, and administrative rules and procedures
16. Monitor the school's compliance with data protection law, by:
  - a. Collecting information to identify data processing activities
  - b. Analysing and checking the compliance of data processing activities
  - c. Informing, advising and issuing recommendations to the school
  - d. Ensuring they remain an expert in data protection issues and changes to the law, attending relevant training as appropriate
17. Ensure the school's policies are followed, through:
  - a. Assigning responsibilities to individuals
  - b. Awareness-raising activities
  - c. Co-ordinating staff training
  - d. Conducting internal data protection audits
18. Advise on and assist the school with carrying out data protection impact assessments, if necessary
19. Act as a contact point for the Information Commissioner's Office (ICO), assisting and consulting it where necessary, including:
  - a. Helping the ICO to access documents and information
  - b. Seeking advice on data protection issues

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20. Act as a contact point for individuals whose data is processed (for example, staff, pupils and parents), including:
    - a. Responding to subject access requests
    - b. Responding to other requests regarding individuals' rights over their data and how it is used
  21. Take a risk-based approach to data protection, including:
    - a. Prioritising the higher-risk areas of data protection and focusing mostly on these
    - b. Advising the school if/when it should conduct an audit, which areas staff need training in, and what the DPO role should involve
  22. Report to the governing board/board of trustees on the school's data protection compliance and associated risks
  23. Respect and uphold confidentiality, as appropriate and in line with data protection law, in carrying out all duties of the role
  24. Undertake any additional tasks necessary to keep the school compliant with data protection law and be successful in the role

**3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.**

**4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**5 Numbers and grades of any staff supervised by the post holder:**

Up to 6 x administrators	Up to 3x Cleaning staff.
Up to 6 x MDSA's + Senior MDSA	1 x Site Manager

**6 Post holder's immediate supervisor: Head teacher**

# Person Specification



Nottingham  
City Council

## Job title: Primary School Business Manager & DPO

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Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
<b>Qualifications and Technical Knowledge</b>	Full working knowledge and experience of using and developing complex financial systems and procedures.	✓	✓	✓	✓	✓
	Full working knowledge of relevant financial regulations and associated legislation.					
	A working knowledge of relevant employment policies/codes of practice and associated legislation and procedures.					
	Understanding and experience of the legal implications of data protection law (the GDPR, Data Protection Act 1998 and Data Protection Act 2018) and Child Protection issues and procedures.					
	Knowledge of information security and data processing principles and good practice					
	Experience of managing data protection compliance, particularly responding to subject access requests					
	Background in information security, data protection or IT with a relevant data protection qualification (desired)					
	Educated to degree level, or equivalent professional experience					
	A good working knowledge of national and local policies, initiatives and strategies relating to Education (i.e. DfES).					
	An in depth understanding of facilities management and related issues such as health and safety, risk assessments.					
	Ability to effectively manage and monitor a budget.					



<b>Business Management, Abilities &amp; Experience</b>	Ability to develop and manage effective administrative systems.					
	Ability to undertake research and analysis to present findings to an audience (i.e. Senior Management Team and/or Governors). Experience of writing reports, both statistical and factual.					
	Experience of and ability to manage projects.					
	Ability to and experience of marketing and promotion.					
	Experience of managing resources, including ordering, receipting, auditing, cataloguing and co-ordination of maintenance of equipment. Experience of handling commercial licences, insurance and service contracts.					
	High level of ICT skills, including use of Microsoft Word, Excel, and setting up of databases and financial systems.					
	Experience of preparing and developing business plans. Ability to draft rafting sponsorship bids and/or procurement of resources.					
	High level of literacy and numeracy skills.					
<b>Communication and Organisational Skills</b>	Excellent teamwork and interpersonal skills, with proven ability to maintain relationships across a school or other organisation					
	Ability to explain complex data protection and information security information to a non-specialist audience					
	Ability to and experience of managing and developing staff.					
	Ability to persuade, motivate, negotiate and influence, including development of partnerships.					
	Ability to communicate with a range of people including Senior Management Teams, Governors, parents and children.					
	Good organisational skills with the ability to prioritise work to meet deadlines.					
<b>Work to promote mutual respect and good relations</b>	Awareness, understanding and commitment to the pursuit of equality of opportunity in terms of service delivery and employment practice.					
	Awareness of the needs of schools in a multi-cultural environment.					
	Commitment to the City Council's Equal Opportunity policies					
	Willingness to attend governing body meetings.					

<b>Work Related Circumstances</b>	Willing to follow the City Council's no smoking policy.					
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**P:** Pre-application    **A:** Application    **T:** Test    **I:** Interview    **D:** Documentary evidence

**Prepared by/author:** Job Evaluation Team

**Date:** July 2018

**Information for applicants**

(Copy of checklist to be retained with interview file for use during selection process)

**Vacant post: School Business Manager**

**Vacancy close date/time: Fri 5<sup>th</sup> July at 12 noon**

**Note to candidates:**

Candidates for the above post are advised that the following checks and references must be completed prior employment commencing. Offers of employment to a successful candidate can only be made on a conditional basis until these checks have been satisfactorily completed. Failure to comply with all or part of this list will result in the withdrawal of any employment offer.

<b>Check</b>	<b>Required ✓</b>	<b>Date checked and verifier's initials (for office use only)</b>
At least 2 satisfactory references (to include last/current employer and one of which relating to a post working with children if applicable)	<b>X</b>	
Verification of Right to Work, including photo identification	<b>X</b>	
Enhanced DBS check and Barred List (delete as applic)	<b>X</b>	
Compliance with Disqualification requirements under the Childcare Act 2006 (if applicable)	<b>X</b>	
Disclosure of any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)	<b>X</b>	
Medical check	<b>X</b>	
Verification of any relevant qualifications and registration required for the job (see person specification)	<b>X</b>	
Verification of professional status	<b>X</b>	
Verification of successful completion of the statutory induction period (teachers)	<b>X</b>	
Prohibited check (teachers)	<b>X</b>	
<i>Other – please add</i>		