

Information Pack for School Business Manager



Hornsey School for Girls

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www.hsg.haringey.sch.uk

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For further information about the school please see our website at www.hsg.haringey.sch.uk

Headteacher's Welcome

Thank you for considering our school as your next career move. We are a unique provision in the borough of Haringey as the only Girls School in the borough. We are a community school and when you join us, that is what you become – part of a caring, aspirational community with supportive colleagues and awesome students at all levels.

Hornsey School for Girls lives and breathes its motto – 'The better prepared the stronger' We recognise that our students have limitless potential and our school will create, through its experiences and teaching, the next generation of leaders, innovators and social change. We know that in extremely competitive environments in the workplace as well as academically, preparation to succeed is critical.

Academia is important to us – but not at the cost of the emotional wellbeing of our school community. For students this means we support their wellbeing every step of the way. We also value our staff team. We want all of our team to have a healthy work/life balance and have a confidential employee assistance programme in place.

The school is a 5 form entry comprehensive. Our standards and expectations are high of all – we are not the school for you if meeting expectations including above average outcomes for exam classes is not your priority. It absolutely is ours, and we manage this by giving you the tools and resources you need to enable this to happen. Our outcomes at Key stage 4 have consistently been above average since 2016. This is a trend we intend to keep and we can only do this by supporting and enhancing our greatest assets – our diverse staff and student body.

You join us knowing you join a 'good' school. This school is a dynamic and exciting learning environment with creative teaching and learning as the norm. Our students are bright, articulate and intellectually curious about the world we live in. They are committed to social justice and they are supported in this by a broad curriculum which allows them avenues to flourish, explore their passion and experience the diversity of the world around them. If this sounds like the kind of school you want to work in, then we would be delighted to receive your application.

We look forward to receiving your application.



Kuljit Rahelu

Headteacher

Hornsey School for Girls

The Better Prepared the Stronger

Ethos

Our key priority is to ensure high achievement for every girl at Hornsey. Through high standards of teaching, our broad and balanced academic curriculum and our extensive opportunities we inspire every young woman to raise her expectations and to be ambitious to fulfil her potential. We foster a love of learning for all of our students and encourage creativity and innovation across the curriculum.



As an international school, Hornsey students are

encouraged to participate in national and international issues with integrity and confidence. We believe that every student has an opportunity to have an impact in influencing the world around us and we nurture leadership qualities in all of our students.

Our safe and welcoming school ethos is conducive to effective learning enabling every student to thrive in a calm and purposeful atmosphere. We foster healthy relationships, resilience and collaboration between students in order to prepare them for their world of tomorrow as well as today.

Values

1. Have respect for all. Treat everyone and everything around you with the highest respect.
2. Show kindness to everyone. Celebrate everyone for who they are including their race, culture, ability, sexuality and individuality.
3. Give 100%. Work hard in lessons and at home; give everything you do your absolute best at all times.

Reasons to work with us

Our school is committed to ensuring all employees have support and guidance to ensure their mental wellbeing and work life balance is healthy. Additionally the school offers:

A supportive line management structure

Regular opt-in to staff wellbeing events hosted in school and outside

Welcomes flexible working applications and agree all those that meet the business needs of the school

Staff consultation group to share your ideas and views

Generous Local Government Pension Scheme

An Employee Assistance Programme (EAP)

Job Title: School Business Manager	Salary range: PO 6 (scp 40-43)	*Hours: 36 x 52 weeks
Line managing (direct): Premises Manager, Catering Manager, Finance staff Additionally* - contractors, weekend contractors, site manager for build, DFE liaison related to the School rebuilding Programme, Haringay rebuild and weekly updates with project managers for internal and external building works.	* please note colleagues will be required to work out of hours for governors & SLT meetings and otherwise by negotiation. Reporting to: Headteacher or Deputy Headteacher	
Job Purpose: The School Business Manager (SBM) promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives. The SBM is co-opted onto the School Leadership team and, as such, will influence the school's strategic direction and the priorities for its future development. The SBM will line manage and performance manage the catering and site facilities in addition to financial and resource management. The SBM acts as a professional adviser to the Headteacher and Governors on whole school issues, Financial Resource Management, Facility & Property Management, Health & Safety Management. S/he is responsible for these areas and for researching and communicating all statutory and legal changes relating to them.		
Core responsibilities (exact responsibilities to be agreed on appointment) Leadership & Strategy <ol style="list-style-type: none">1. Attend Senior Leadership Team (SLT) meetings, and appropriate Governors' sub-committee meetings2. Negotiate and influence strategic decision making within the school's Senior Leadership Team with regular attendance at SLT meetings to share financial information3. Plan and manage change in accordance with the School Improvement Plan (SIP).4. Ensure compliance with legal, regulatory, ethical and social requirements.5. Manage risk in all projects.6. Build capacity for organisational change and implement organisational change according to the requirements of the SIP and school policy and procedures.7. Engender collaborative relationships outside the school that enables Hornsey School for Girls to realise its ambitions and objectives. Financial Resource Management <ol style="list-style-type: none">8. Lead on all financial management within the school.9. Be responsible for budget planning and profiling, have oversight of monthly budget monitoring and prepare long term budget plans for the Headteacher, the Senior Leadership Team and the Governors' Finance & Facilities Committee.10. To ensure provision of regular spend reports to budget holders and establish secure devolved budget holding.11. Plan and prepare the annual and 3 year budget in liaison with necessary staff, as appropriate, and present the budget plans to the Governors for approval.12. Ensure school census data is accurate for purposes of maximising income to the school and maintain knowledge of government policy in this area.13. Be responsible for monitoring and evaluating income and expenditure (including payroll) and ensure the provision of regular financial reports as required by the school and the LA.14. Manage earmarked funding streams and ensure that all such funds are properly accounted for.15. Have oversight of all service level agreements and contracts, ensuring that best value practices are adhered to in procurement. Maintain contracts register and regularly review contracts to ensure school requirements are met.16. Develop, review and implement processes for the efficient and safe control of all income, expenditure and cash.17. Ensure compliance by all school staff with financial regulations.18. Manage the school's cash flow and maximise the schools interest within financial, legal and regulatory constraint.19. Oversee the school's insurance policies in all forms including arrangements for their review.20. Be responsible for the preparation and submission of all financial returns to the LA and other relevant bodies.21. Represent the Headteacher at appropriate meetings related to the school's finances.22. Work with other members of the Senior Team and Governing Body to prepare a rolling business plan for the future development of the school.23. Attend the Governor's Finance & Facilities committee meetings.		

Site Management

24. Deal with the strategic management of the maintenance, refurbishment and development of the school premises and grounds.
25. Oversee the priorities of work around the site in accordance with the School Improvement Plan and asset management plan as drawn up through your line management of facilities/ site and health and safety compliance.
26. Be responsible for ensuring that risk assessments are prepared and monitored across all areas of the school.
27. Oversee the Site Manager's regular progress reports and that any recommendations are made to the Headteacher and the Governors where appropriate.
28. Undertake full liaison with a number of different contractor teams, including weekend working.

Health & Safety

29. Have a 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.
30. Have overall responsibility for the safe working environment within the school; be responsible for ensuring that the school meets its statutory obligations in respect of the management of health and safety and the provision of a safe working environment.
31. 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 and act as the school's Health and Safety Coordinator and Fire Officer.

Human Resources Management

32. Give advice to the Headteacher on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
33. Advise the Headteacher and Governing Body on payroll and personnel issues.
34. Oversee and supervise the maintenance of all staff contracts; monthly payroll submission; coordination of teacher and support staff recruitment; DBS and medical checks; annual salary verification letters and maintenance of the personnel database (SIMS) and confidential files.
35. Oversee and supervise the maintenance of accurate personnel records for each member of staff including the single central register
36. Liaise with the payroll and HR provider(s); ensure staff contracts including any amendments are issued.
37. Ensure that all staff details whether kept on paper or electronically are stored in line with the Data Protection Act 2018.

Income Generation

38. Be responsible for investigating, completing and submitting funding bids
39. With the Site Manager, promote and extend the use of the site as a method of generating income
40. Source funds for school projects.
41. Set up collaborative or joint arrangements, which offer income generation opportunities to the school.
42. Oversee school voluntary funds management and ensure appropriate accountability for such funds.

General

43. Ensure that operational department's line managed run smoothly, efficiently and effectively with the right resource and financial systems in place for student outcomes.
44. Ensure the necessary licences and permissions are obtained ensuring their relevance and timeliness.
45. Prepare reports and attend Governors meetings when required.

Other Specific Duties

46. Assist in the supervision of students as required, for example in exams, on trips and at break times.
47. The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.
48. Implement and follow all school and LA policies and procedures, including giving due regard to the schools equal opportunity policy.
49. Ensure all work is appropriately documented and kept up-to-date.

50. Keep abreast of current legislation and developments in relation to finance and attend training where appropriate.
51. Respond to emergencies appropriately and inform relevant staff.
52. Participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.
53. To undertake any additional duties and all reasonable requests from the employer

Arrangements for appraisal of performance:

There is an annual appraisal cycle carried out by line managers, which seeks to acknowledge success, resolve problems and identify training / development needs

The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility.

Such variations would not justify the re-evaluation of a post.

School Ethos

For Hornsey staff in general:

- To play a full part in the life of the school community, to support its distinctive vision and ethos to lead staff and students in doing the same.
- To actively support the school's corporate policies and aspirations.
- To adhere to the staff professional code of conduct as developed collectively by staff.
- To comply with the schools Health and Safety Policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified

Excellence is expected by all in the school's community where a dynamic and challenging learning environment helps to realise the ambitions of all and continues to ensure exam results are above the national average. The school is committed to preparing students to be responsible, articulate and intellectually curious about the world they live in with confidence.

Supporting a creative approach to teaching and learning is established and expected by all.

It is expected that the post holder will carry out her/his responsibilities within this philosophy. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

This role is subject to an enhanced DBS check.

Safeguarding Statement

Our core safeguarding principles are:

Promotion

- Making sure pupils, parents, staff and all adults that come into contact with children know the systems and the support in place to keep children safe and there is a culture of vigilance permeating across the school

Prevention

- Positive, supportive, vigilant, open and safe culture. Well taught curriculum that includes relationships and online safety, pastoral opportunities for children and safer recruitment procedures.

Protection

- Following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.

Support

- For all learners, parents and staff, and where appropriate specific interventions that are required for those who may be at risk of harm.

Working with parents and other agencies

- To ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise

The school will:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Ensure students and parents know that there are adults in the school whom they can approach if they are worried
- Include opportunities in the citizenship (personal, social, health, education) CPSHE curriculum for students to develop the skills they need to recognise and stay safe from abuse
- Act in the best interests of children first. All children have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Recognise the importance of safeguarding and the promotion of children's welfare at all times. Safeguarding is embedded in all the school's processes and procedures and at the heart of our school to provide an ethos and environment that will help children to be safe and feel safe. In our school children are respected and encouraged to talk openly. All our staff understand safe professional practice and adhere to our safeguarding policies

Job Specifications

	Essential or Desirable
Qualifications & Experience	
<ul style="list-style-type: none"> Degree or equivalent A School Business Management qualification eg.DSBM, CSBM, ADSBM. Accountancy qualification eg. CIPFA, CIMA or ACA Recognised qualification in health and Safety, for example, NEBOSH General Certificate in Occupational Health and Safety A member of the NASBM Experience of financial management and control (preferably in the public sector) Knowledge of creating and implementing financial control procedures E Experience of leading, planning and managing facilities and administration E Successful experience of income generation and an understanding of educational enterprise D Successful people and performance management experience E 	<ul style="list-style-type: none"> Essential Desirable Desirable Desirable Desirable Essential Essential Desirable Desirable Essential
Knowledge & Skills	
<ul style="list-style-type: none"> Good IT skills including proficiency in financial management information system(s) and other appropriate tools – including Word and Excel Exceptional interpersonal skills and team skills at a senior level; the ability to influence Outstanding communication skills (oral and written) Outstanding administrative and organisational skills. Ability to multi-task whilst maintaining attention to detail 	<ul style="list-style-type: none"> Essential Essential Essential Essential Essential
Personal Qualities	
<ul style="list-style-type: none"> High levels of integrity, honesty and endeavor. A self-starter who can set and meet deadlines; a problem solver who always wants to achieve better levels of service. Approachable, flexible and able to prioritise for self and others. Ability to maintain confidentiality and discretion at all times 	<ul style="list-style-type: none"> Essential Essential Essential Essential

<ul style="list-style-type: none"> • Ability to work collaboratively with colleagues as a member of the team • Ability to work successfully under pressure and prioritise effectively • Ability to juggle priorities at short notice • Energy, stamina and resourcefulness • An understanding of partnership working and how to promote relationships in the wider community • An outstanding record of attendance 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Desirable • Desirable • Essential
Equal Opportunities	
Commitment to implementation of the school's equal opportunities policy	<ul style="list-style-type: none"> • Essential
Contentious Professional Development	
<ul style="list-style-type: none"> • Willingness to undertake additional training / staff development as appropriate • Ability to reflect on your own professional practice 	<ul style="list-style-type: none"> • Essential • Essential

CONFIRMATION OF JOB DESCRIPTION AND PERSON SPECIFICATION

POST:

NAME:

I confirm that I have read this job description and person specification

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

Signatures:

The job description is current at the date below but may be reviewed, in consultation with you, and may be changed to reflect changes in the job requirements, which are commensurate with the job title and grade.

Signed..... Date