



Candidate information pack

Thomas Keble School
School Business Manager

Salary: School Leadership Scale: 6 - 10





Dear Candidate,

October 2024

Thank you for your interest in the post of School Business Manager at Thomas Keble School. This is a full-time, permanent position from January 2025, and has arisen due to the retirement of the previous post holder.

I hope the information contained in this pack informs you about our school and helps with your decision about making an application. Choosing the school for the next stage of your career is a really important one and, to that end, we welcome prospective applicants to come and have a look around before making the decision to apply. If this would be helpful, my PA, Amanda Oxberry can be contacted via recruitment@thomaskeble.gloucs.sch.uk. She will be happy to assist. The successful candidate will be appointed on their skills and experience, however, as important to me will be your approach, attitude and beliefs. You can use our current website at www.thomaskeble.gloucs.sch.uk to find out more about what we do and why we do it.

The application process is outlined later in the pack (page 8). Should you decide to make an application, you should submit this through Eteach. The completed online application form includes space to include a personal statement of your suitability for the role. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Applications must be received no later than noon on Monday 4th November 2024 and interviews will take place the week commencing Monday 11th November 2024.

Please note that Thomas Keble School is committed to safeguarding and the post will be subject to satisfactory completion of enhanced checks through the Disclosure and Barring Service.

I fully appreciate the amount of time and effort it takes to prepare an application for a post such as this and I thank you in advance. In return, I undertake to read every application very carefully and to ensure that short-listed candidates have every opportunity to see the school in action, to meet as many colleagues as possible, and to ask whatever they wish.

Please do not hesitate to contact Amanda Oxberry, my PA, by telephoning 01452 770 301, or emailing recruitment@thomaskeble.gloucs.sch.uk should you wish to discuss the post further, or to arrange a visit.

I look forward to receiving your application.

With best wishes,

A handwritten signature in black ink, appearing to read 'S P Shaw', with a horizontal line extending to the right.

S P Shaw
Headteacher



Our Purpose

To inspire learners to achieve more than they think is possible.

Our Principles

We believe that every child can achieve beyond their initial expectations and that every child's success is worthy of celebration. Outcomes are consistently high, year on year, achieved by combining quality teaching, a robust pastoral support programme, and a comprehensive extra-curricular provision. As a smaller school, we focus on the individual to enable students to leave us as confident, articulate, and empowered young adults.

Our Values

A learning community where every child can thrive and achieve, becoming confident and articulate young adults through adherence to our core principles and values of:

Respect Excellence Ambition Compassion Honesty

Our students will:

- Experience a rich and broad curriculum and be encouraged to be lifelong learners.
- Achieve the highest possible standards.
- Become responsible members of their community.
- Care for and respect themselves, others, and the environment, with a strong foundation of moral and spiritual values.
- Develop the skills needed to be happy and successful in their lives.

Strategic Success Measures 2021 -2026

- Our headline Key Stage 4 national success measures will place us in the top 25% of comparable schools based on student outcomes.
- Our Key Stage 3 students will continue to thrive as a result of their curriculum experience making them increasingly independent, engaged, and motivated to succeed as they move into Key Stage 4.
- Our Key Stage 3 students will benefit from high-quality feedback and assessment that will support them to make progress above the level one might expect and our assessment processes will enable us to intervene in a timely way, to support where needed.
- Our teaching & learning strategies will be informed by high quality, research, and evidence-based CPD and this will enhance the quality teaching that underpins our approach.
- We will have a school where our values of respect, excellence, ambitions, compassion, and honesty permeate everything we do.



Introduction

This vacancy has arisen due to the retirement of the current postholder and we looking to appoint an experienced and highly effective individual to build on the strong foundations already in place, to continue and enhance the provision for our young people.

The Role

The primary focus of the role is to provide strategic leadership in leading and managing school business, financial, HR, and site operations. The successful candidate will also be a member of the Senior Management Team. The job description is set out on Pages 11 + 12.

The Person

The ideal candidate will have experience in leading and managing school business, financial, HR and site operations. You will have excellent organisational and communication skills and will be able to use appropriate Information Management and Financial Planning software. We currently use SIMS, and ACCESS, specifically the Budgeting and Finance modules within the ACCESS platform.

We are also looking for someone who shares our values, is ambitious for all children, and will help to build and sustain our school culture. It might be useful if I expand a little on what I mean by this. As an example, we don't seek to define ourselves by an Ofsted grade or student outcomes. We do educate students well and provide strong levels of pastoral support; the excellent exam results are an *indicator* (one of many) that we are doing this well. We do spend time as leaders understanding and testing assumptions and beliefs, making any changes 'with and not to'. Further information is set out in the Person Specification on Pages 9 + 10.

The School

Thomas Keble School is an 11-16 Single Academy Trust (SAT) school in Eastcombe, a village in the Stroud Valley in easy commuting distance from Cirencester, Stroud, Gloucester and Cheltenham. Staff do travel in from further afield each day, including from Bristol and Gloucester. The school is named after Thomas Keble, a Church of England clergyman and Vicar of Bisley, who contributed four of the *Tracts for the Times*. He was also the brother of John Keble, of Keble College, Oxford. The school was known as Manor School until September 1990 and gained foundation school status in 2007 before converting to academy status in August 2011.

We are the school of choice for many parents in the Stroud Valley, and as such we are heavily over-subscribed with waiting lists in each year group. Students who attend the school come mainly from eight feeder primary schools, with around a third traveling in each day from out of our catchment area. We have a PAN of 142 students split into 5 Tutor groups, giving an overall maximum role of 710. The role is currently at 724 following a request to admit over-pan in September 2023.

Thomas Keble was chosen as one of the first 50 schools nationally to be rebuilt under the Schools Rebuilding Programme (SRP). Work is due for completion by the start of January 2025. The successful candidate will have the opportunity to work in a fantastic physical environment, within a supportive and aspirational culture. I have shared 2 elevations of the build:



Our last Ofsted inspection was in July 2023 and the school was graded as 'Good'. The statements below are taken from this report:

"Thomas Keble continues to be a Good School."

*"Leaders have created a **nurturing** environment which supports pupils to learn and **achieve well**."*

*"Pupils' **behaviour is calm and friendly** and **disruption to learning is rare**."*

*"Leaders have designed a **broad and ambitious curriculum**."*

*"Teachers are **knowledgeable** about their subjects and **present new information clearly**"*

*"Parents and pupils **value the enrichment** and **extra-curricular opportunities** at the school."*

*"Leaders provide pupils with a **rich set of experiences** during their school life."*

*"...**Rigorous** and **cohesive** programme to support pupils' **wider development**."*

*"Leaders provide **comprehensive careers support** for pupils **from Year 7 to Year 11**."*

*"Pupils are **confident** to share their concerns with staff and know that they will **be taken seriously**."*

*"Leaders **take effective action to tackle bullying**."*

*"Pupils with special educational needs and/or disabilities (**SEND**) are **well supported**"*

*"Pupils feel **happy** and **safe** at school."*

Thomas Keble is a school where teachers can teach and our students are eminently teachable and polite. CPD (Continuous Professional Development) is available equally to *all* staff.

SEND

A small number of students need a differentiated curriculum (i.e. they are taught different content in a different way). However, most students with special educational needs or disabilities are taught the same curriculum as the majority and are supported by the teacher to access this curriculum. It means our expectations for what students should achieve are high, and we adjust instruction and support to ensure all students access our challenging curriculum. We have a large number of Teaching Assistants who are experienced and expert. We are proudly inclusive, meaning students of ALL abilities and with varying needs are welcome. We have higher numbers of students with EHCPs and who are registered as having SEND. Our EHCP cohort is currently 52 students or 7.1% of the cohort, and our SEND cohort sits at 20% of our cohort.



School strengths

- Excellent outcomes for **ALL** students over time (estimated P8 score in 2024 is +0.33);
- Positive relationships and a strong inclusive community ethos;
- Research led and engaged staff body. Established, committed and skilled Teaching Assistants and Support Staff;
- Broad/ balanced curriculum, 3-year KS3, all well sequenced and delivered by subject experts.
- High quality guided choice and support through school and for 'life after TK';
- Broad and layered pastoral care offer: Tutors, HoY, Pastoral Hub structure and Trailblazer provision;
- Student leadership opportunities mapped out and an exceptionally rich extra-curricular offer;
- Experienced Safeguarding team with robust processes in place;
- Mental Health provision is strong with SMHL (Senior Mental Health Lead) in place and Trailblazer Pilot School;
- Kirkland Rowell Survey (Parents, Students and Staff) in December 2021;
- Gloucestershire Schools Well Being Pupil Survey in April 2022.

The Curriculum and Academic Success

All students study the same broad and balanced curriculum, up to the end of Year 8, with some specialisation introduced into Year 9 (see model below). Specialisation enables more time to deepen learning in specific subjects. This is a three-year KS3. We teach at least the National Curriculum through Years 7 and 8 and Year 9 for those areas chosen by students. Most subjects are taught in mixed ability groups throughout KS3, with streaming in Maths, Science and PE, with students accessing the same broad curriculum, at an appropriate pace and depth to secure a good level of understanding.

7	Eng	Mat	Sci	PE	His	Geo	MFL	RE	PSHCE	Art	Mus	Dra	CS/ICT	DT
	6	7	6	4	3	3	5	2	2	2	2	2	2	4
8	Eng	Mat	Sci	PE	His	Geo	MFL	RE	PSHCE	Art	Mus	Dra	CS/ICT	DT
	7	6	6	4	3	3	5	2	2	2	2	2	2	4
9	Eng	Mat	Sci	PE	His	Geo	MFL	RE	PSHCE	Option 1	Option 2	Option 3	Option 4	
	6	6	6	4	3	3	5	3	2	3	3	3	3	

At KS4, all students study a core curriculum, including 2 hours of PE each week. There is a wide range of optional subjects with 13 GCSE and 4 Vocational courses. All students study RE until the end of Y10.

10	Eng	Mat	Sci	PE	RE	Option 1	Option 2	Option 3	Option 4
	8	6	10	4	2	5	5	5	5
11	Eng	Mat	Sci	PE	Option 1	Option 2	Option 3	Option 4	
	8	8	10	4	5	5	5	5	

At GCSE, the school achieves consistently strong outcomes for all students. In 2022 and 2023, the school Progress 8 score was around +0.2, in 2019 was +0.34 and is estimated at +0.33 for the 2024 cohort.



The Finance Team

The SBM is line-managed by the Headteacher and supported by x1 Finance Clerk. There are also several administrative roles, line managed by the SBM, including receptionist, Attendance Officer, Reprographics & Ed Visits Administrator, and Operations Manager. The SBM is a full member of the Senior Management Team.

Extra-Curricular Opportunities:

We have a host of clubs in which students participate. We enjoy a strong reputation for sporting success, competing at regional and national levels with different age ranges and sports. Music, drama, and the arts also flourish at the school. We provide an extensive programme of educational visits and take part in many competitive activities across schools, such as photography, languages, and Mathematics. Participation in the Duke of Edinburgh Silver and Bronze Awards is popular, with several staff involved with the delivery.

School Day

We run a 2-week timetable with 50 periods a fortnight. The current timings of the day are shown below:

Tuesday		All other days	
08:45 – 09:40	Registration / tutorial lesson	08:45 – 09:00	Registration / assembly
09:40 – 10:30	Lesson 1	09:00 – 10:00	Lesson 1
10:30 – 11:20	Lesson 2	10:00 – 11:00	Lesson 2
11:20 – 11:40	Break	11:00 – 11:20	Break
11:40 – 12:30	Lesson 3	11:20 – 12:20	Lesson 3
12:30 – 13:20	Lesson 4 (Y7 lunch 13:10)	12:20 – 13:20	Lesson 4 (Y7 lunch 13:10)
13:20 – 14:05	Lunch (14:00 movement bell)	13:20 – 14:05	Lunch (14:00 movement bell)
14:05 – 15:05	Lesson 5	14:05 – 15:05	Lesson 5

Trustees

Thomas Keble is an Academy School and the Governors of the Academy Trust are known as Trustees. They are supported and overseen by a separate panel of independent Members. The Trustees and Members together are known as the Trust Board. The Trustees oversee the strategic development of the school, supporting and advising the senior leadership team. Members oversee the Trust’s governance and maintain an awareness of the Trust’s business, but are not expected to attend regular Trust Board meetings. The SBM acts as Company Secretary for the Members.

Application Process

Applications should be via Eteach and the accompanying statement within the online should address the following;

- Why do you want this post?
- What aspects of the school indicate that it is somewhere you would like to work?
- What relevant experiences have you had which prepare you for this post?
- What personal qualities will you draw upon to be successful in this post, and why?
- What have been your most notable successes and failures in a school context?



Please be concise and include the most pertinent information in your letter. There will be an opportunity at the interview for candidates selected to further outline their suitability for the post. You are advised to read the information carefully before writing your letter of application, including the person specification and information about the school.

Selection Process

Recruitment live	8 th October 2024
Window for school visits	Until 1 st November
Application deadline	4 th November at midday
Shortlisting	w/c 4 th November
Invitations to interview with interview programme	By 8 th November
Interviews	w/c 11 th November
Candidates informed of outcome	By 15 nd November
Feedback offered to unsuccessful candidates	w/c 18 th November

Person specification – School Business Manager

The successful candidate will meet the following person specification. Please note the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and, where appropriate, citing supporting examples within their application.

Criteria	Essential	Desirable	Evidence
Training and Qualifications	<ul style="list-style-type: none"> - Certificate in School Business Management (CSBM), Diploma in School Business Management (DSBM), Business Degree, AAT or equivalent related professional qualification. - Commitment to CPD (continuous Professional Development). - Qualified to live and work in the UK. 	<ul style="list-style-type: none"> - Relevant Health & Safety qualification (e.g. NEBOSH) 	<ul style="list-style-type: none"> - Application form - Certification - Identification
Educational Leadership and Management	<ul style="list-style-type: none"> - Experience in Personnel Management and HR processes. - Management of strategic financial planning. - Managing budgets and maintaining strong financial controls, financial reporting, procurement, and fixed assets management. - Premises management and knowledge and understanding of associated health and safety processes. - Experience of income generation for external sources. - Sound knowledge of accounting systems and an in-depth knowledge of financial management, regulations, and good practice. - Strong IT skills and the ability to use appropriate software packages to support planning. - The ability to contribute to wider school management, administration and initiatives. - Effective experience in strategic planning and the ability to make a strategic contribution to the Senior Management Team and Trust Board. - Ability to deliver value-for-money initiatives. - Ability to present complex information in all formats for both internal and external audiences. 	<ul style="list-style-type: none"> - Experience in using ACCESS Budget and Finance modules. - Experience in using SIMS. - Experience in coaching. - Experience working in a secondary school environment. - Experience of working with a Senior Management team. 	<ul style="list-style-type: none"> - Application letter - Selection process - References



Personal and Professional Qualities and Attributes	<ul style="list-style-type: none">- Genuine passion for and a belief in the potential of every student.- Success in leading, motivating, and managing a team of staff.- Working in partnership with a team to achieve successful outcomes for students.- An educational vision that aligns with that of Thomas Keble School.- Excellent interpersonal, planning, and organisational skills.- Lead by example to inspire, motivate, influence, and empower staff and students.- Seek, and act on, feedback from others.- Build and maintain effective relationships.- Principles and practices of educational inclusion, diversity, and access.	<ul style="list-style-type: none">- Experience working with the wider staff body to secure continuous school Improvement.	<ul style="list-style-type: none">- Application letter- Selection process- References
Personal Qualities	<ul style="list-style-type: none">- Punctual and flexible.- Ability to work well under pressure and to deadlines.- Developed interpersonal skills including the ability to influence.- Willingness to constructively challenge the work of others and continually improve own and team performance.- The ability to identify clear goals and deliver positive outcomes through effective performance management of others and self.		<ul style="list-style-type: none">- Selection process- References

Job Description for School Business Manager

Job title	School Business Manager
Payment	School Leadership Scale L6 - L10
Hours	37 hours per week: Full-time post which includes school holiday working (annual leave entitlement is expected to be taken during periods of school closure)
Line Manager	Headteacher

Objectives of the role

- To act as the Trust Financial Officer and the lead finance professional in the organisation.

Key Activities

- Trust Financial Officer. Lead on academy financial management and fundraising.
- Human Resources. Performance Management of identified staff, payroll, identified policies, and HR issues.
- Health and Safety. Oversee the work of the Operations Manager to ensure a safe and compliant environment.
- Site and Premises. The strategic development of the site, school lettings, and contracts.
- Be a part of the Senior Management Team.

The School Business Manager will take the lead on the following:

Trust Financial Officer and Financial Management and Fundraising:

- Manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- Monitor the budget all year round and identify and inform the Headteacher and Trustees of any unforeseen variance in budget and advise on possible strategies to correct; including monthly management accounts and cashflow reports.
- 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, including the preparation of academy accounts and all related reports and correspondence pertaining to the requirements of the Academies Financial Handbook.
- Maintenance of the academy accounting system and liaison with appointed accountants regarding all finance-related matters.
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan.
- Find and apply for grants and proactively seek opportunities for income generation.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals, and ensuring value for money.
- Support the Operations Manager in the management of the school's lettings offer.
- Ensure the effective and efficient operation of the finance department, delegating tasks to the finance officer where appropriate.
- Train and support staff who manage and oversee budgets within the school.

Human Resources

- Manage the school's payroll provision with the payroll provider promptly.
- Support the Headteacher and other staff to ensure that recruitment, appraisal, disciplinary, and grievance policies are administered per employment law.
- Advise on HR issues within the school and liaise with the external HR provider as required.
- Support reviews of the school's staffing structure to ensure effective staff deployment and financial efficiency.



- Line-manage support staff, including carrying out long-term resource planning and managing recruitment, appraisal, and supporting with their professional development.

Health and Safety

- Oversee the work of the Health & Safety at Work officer (this role is undertaken by our Operations Manager).
- Oversee all related audits and reports relating to HASAW.
- 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.
- Organise and log health and safety training for staff.

Site and Premises

- Work with the Operations Manager and Headteacher in planning for the strategic development, and upkeep of the school estate and physical resources.
- Liaise with the lettings partner in the arrangements involving the use of school buildings by outside bodies.

Whole School

This is to include as required:

- Participating in the development, implementation and review of school policy
- Participating in the development, implementation and review of the element of the School Development Plan and contributing to the wider whole school aspects of the plan.
- Attend all senior leadership team meetings and report to trustees and members where appropriate.
- Attend and contribute to Trustee and Member meetings.
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff.
- Work with the Admissions Team to implement a marketing plan for the school, which utilises the school website, signage, prospectus, and communications with current and prospective parents.

Duties may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title;

The post holder will be expected to operate in line with our REACH values which are:

- Respect
- Excellence
- Ambition
- Compassion
- Honesty

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities as set out for Senior Leadership Team.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time, after consultation with the holder of the post, to meet the changing demands of the academy at the reasonable discretion of the Headteacher.



4. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. The postholder may deal with sensitive material and should maintain confidentiality in all academy-related matters.

Safeguarding

Thomas Keble is committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair, and consistent recruitment process which is in line with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At Thomas Keble we want all our employees to feel included bringing their passion, creativity, and individuality to work. We value all cultures, backgrounds, and experiences, and we truly believe that diversity drives innovation.

Signed (Post holder) Date

Signed (Headteacher)Date