



Westbury Infant School
Eden Vale Road
Westbury
BA13 3NY

☎ 01373 822716
✉ admin@westbury-inf.wilts.sch.uk
🌐 www.westbury-inf.wilts.sch.uk/
f <https://www.facebook.com/WestburyInf>

Westbury Infant School

Where Infants Shine



School Business Manager

Recruitment Pack



Welcome to Westbury Infant School

We are a GOOD school – OFSTED Inspection Nov. 2022

Thank you for your interest in working with us.

In this pack we have enclosed some useful information about our school. You can find out more about us on our website at www.westbury-inf.wilts.sch.uk

We take safeguarding seriously and candidates will be subject to rigorous procedures to ensure that our children are suitably protected at all times. This will include an enhanced DBS check for all successful candidates before employment is confirmed and other safeguarding checks as outlined by the latest guidance in “Keeping Children Safe in Education”.

This recruitment pack includes:

Our School

Brief outline of who we are and what we do

Letter to Applicants

Outline of how to apply

Job Advertisement

Details of the role advertised including hours, pay, and applicant’s start date.

Job Description and Person Specification

We aim to provide you with a clear indication of the role you are applying for. When completing your application, we ask you to relate your experience and skills to the Job Description and Person Specification in a clear and succinct manner.



Our School



Westbury Infant School (WIS) is a popular infant school with 213 pupils on roll, we have eight mainstream classes and two Infant Specialist Resource Base classes for children with complex needs. We are very lucky to have such an experienced staff team here at WIS, we employ all our own staff and there are around fifty of us in total. Everyone works really hard and pulls together to ensure the very best for the children and families in our school.

Our school is very well resourced and the site and buildings are kept very well. We have a rolling programme of building renovations/improvements and decorating to keep our school neat and tidy. This creates a lovely environment for the pupils, and the staff to work in. We invest a lot of money into buying all the things the children need to learn and for the staff to use, i.e. all the teaching staff have laptops and class iPads so they can work efficiently in school and at home if they need to.



WIS is a vibrant school with lots going on. Our children go on many trips through the year and we have visiting professionals to deliver specialist days and events. We provide many sport-based after school clubs, these are all free for the children to attend as we use our Sports Grant to buy in specialist providers for this. We carry out lots of fundraising activities through the year, such as cake sales, sponsor events and a number of events at Christmas time. All funds raised go towards subsidising the school trips for all children.



We encourage healthy lifestyles here at our school and want all our children to be ready to learn. We provide healthy snacks through the day to enable children to keep their energy levels up. All children have toast in the morning, they also have milk and fresh fruit. Our school meals are cooked on site and all children are entitled to a free hot lunch every day. We operate a three week rolling menu with a hot option every day for both meat eaters and non-meat eaters. We provide healthy puddings such as fruit based cake/puddings on two days per week and lovely fresh fruit platters on three days per week. There is also a fruit basket available every day if children are still hungry.

Staff have a number of benefits while working here at WIS, such as:

- Free tea, coffee and milk in the staff room
- Subsidised hot meals for staff available from the kitchen every day
- Free in-house cooked Christmas lunch at the end of the Autumn term
- Staff wellbeing days in-house at Christmas and in the summer
- Staff wellbeing noticeboard celebrating successes and signposting staff to mental health resources and support
- Free secure car parking on-site
- Access to the Wiltshire Rewards scheme providing offers and discounts from national and local retailers, utility companies, insurance companies etc.
- Staff training opportunities relevant to staff roles
- Laptops for all teachers, class iPad for every class based teacher
- Subject Leadership release time for teaching staff
- Working from home is available for teaching staff for PPA and Subject Leadership
- Local Government Pension Scheme (Support Staff)
- Teachers Pension Scheme (Teaching Staff)

Now that you know more about us, why not come and join our forward thinking, friendly, and supportive team here at WIS? We would love to hear from you. Send us an application by the closing date and you could be part of the WIS team very soon.



Letter to Applicants

Dear Applicant,

Thank you for showing an interest in this role. All of the details are available on our school website <https://www.westbury-inf.wilts.sch.uk/Job-Opportunities/>

In this recruitment pack, you will find the following information:

- Job Advert
- Job Description
- Person Specification

On our website you will need to download and complete the following forms:

- Wiltshire Council Application form
- Declaration of Disqualification form
- Equality and Diversify Monitoring form

And, please read the following documents:

- Job Applicant's Privacy Notice
- OFSTED Report November 2022

To apply for this role please fully complete the Application form, Declaration of Disqualification form, and Equality and Diversity Monitoring form and email these to us on hr@westbury-inf.wilts.sch.uk by the closing date.

Candidates are strongly encouraged to visit the school. You can either email us on admin@westbury-inf.wilts.sch.uk or call us on 01373 822716 to book your visit.

We look forward to receiving your application.

Best wishes

LC West

Mrs Louise West
School Business Manager



Job Advertisement: School Business Manager

Job title	School Business Manager
Contract type	Permanent
Hours and days of work	4 days per week, 28 hours per week, Monday to Thursday Ideally 8.30 am to 4.00 pm 41 working weeks. Term time plus 4 INSET days and 8 days in the school holidays
Salary	Wiltshire Council Grade I, depending on experience, pro rata April 2024 pay award pending Grade I pay commences at £32,076 per year The actual pay for this role (at April 2023 pay rates) for the first point on Grade I for someone with less than 5 years' service = £21,955 per year
Closing date	9 am on Monday 8 th July 2024 Please note that we reserve the right to close this vacancy early if we receive sufficient applications for this role. Therefore, if you are interested, please submit your application as early as possible
Interview date	Wednesday 17 th July 2024
Start date	September 2024

We are looking to appoint a School Business Manager to join our locally maintained school who will lead and manage the non-teaching functions and teams in the school. The SBM manages the school's finance, HR, payroll, safeguarding record keeping, site management and oversees the Health and Safety in the school.

Our SBM works four days per week (Monday to Thursday) and is supported by our fabulous admin team. The admin staff carry out day to day finance tasks i.e. ordering, entering invoices, entering income and record keeping for the school fund. They also assist with staff recruitment, induction and other day to day HR record keeping tasks.

Here at WIS we have a happy and committed team of staff. We have 213 children on roll, this includes 20 children in our specialist Resource Base. We have 45 staff across all teams at WIS, everyone works hard to make our school a happy and vibrant place to be.

We were inspected by OFSTED in November 2022 and are delighted to say that our school continues to be a good school. The inspector had much praise for our school, so we are very proud that all our hard work has been recognised.

We are looking for someone who ideally has the following skills:

- finance experience, including budget monitoring and budget setting
- HR/payroll experience

- An understanding of the importance of safeguarding and a commitment to keeping our children safe
- Health & Safety and site management skills
- a strong leader and is able to think and work at a strategic level
- excellent people management skills
- who is reflective, resilient, adaptable and very good at juggling priorities
- who is a team player and can work effectively on their own
- professional, loyal and hard working
- committed to ongoing professional development and keen to develop skills

We can offer you:

- an experienced school admin team
- a very experienced Headteacher and Senior Leadership Team
- a supportive and friendly team of colleagues
- the opportunity to work in an encouraging and creative environment
- opportunities for professional development



Job Description: School Business Manager

Job Title: Primary School Business Manager	
Reports to: Headteacher	
Main Job Purpose: Manages all matters within the school which are supportive to, but do not involve, the teaching function.	
Main Duties:	
1	Attend school management meetings and contribute at a strategic level with regard to financial planning, resources, staffing, personnel, systems, marketing and site management. Contribute to the development of the school business plan, including the long-term strategy for the future development of the school.
2	Prepare school budgets, including the provision of accurate estimates, forecasts and projections in conjunction with the Head Teacher, Governors Finance Committee and the School Senior Management Team. Oversee the production and updating of school financial procedures in accordance with financial regulations and audit requirements. Manage all non-public funds including the production and presentation of the annual accounts to the Governors' Finance Committee. Monitor all school bank accounts. Ensure appropriate security and authorisation arrangements. Deal with the school's rating assessment and VAT liabilities.
3	Develop and monitor all management information systems including the analysis and evaluation of data and detailed reports/information to further the school's improvement and to meet the information requirements of the LA/DCSF.
4	Oversee the school's risk management, including ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements.
5	Liaise and negotiate with providers of goods and services and third party contractors in consultation with the Head Teacher, in accordance with Best Value frameworks. Conduct regular reviews of arrangements with contractors to ensure Best Value for money and high standards of service from contractors.
6	Monitor and control spending and advise the senior management team on budget planning and spending so as to ensure legitimate and appropriate use of school funds and no overspends. Prepare financial returns for the DCSF, LA and other local and central government agencies as required. . Maximise income generation within the ethos of the school. Manage all income generating schemes including lettings and sponsorship ventures. Advise the Head Teacher and Governors on investment and financial policy, preparing appraisals for particular projects as appropriate.
7	Manage all groups of support staff within the school (premises, administrative/financial, midday supervisory, teaching assistants), ensuring appropriate supervision and deployment. Ensure regular appraisals are conducted for all staff and that staff training is in accordance with identified development areas for staff and operational requirements.

8	Develop and monitor the support service and whole school systems/procedures/policies. Oversee effective interface with the LA eg regarding pre-employment checks, pay, contracts. Organises Teacher Supply cover.
9	Manage any building projects and maintenance work undertaken on the school premises, including involvement in the drafting of outline specifications for new buildings and acting as the point of contact with regard to liaison with building contractors, architects departments, District Council planning departments and other related agencies.
10	If required, lead, manage and develop the school's extended service provision.

Supervision and Management

The jobholder manages between 6 and 15 staff, arranged into groups who perform different types of work.

Creativity and Innovation (i.e. Problem Solving)

The jobholder prepares school budgets, budgetary forecasts, projections and estimates; devises operational procedures and working practices relating to financial and accounting systems, security, premises management systems, programmes of work for staff etc; and generates ideas on income generation schemes.

Key Contacts and Relationships	Reason for Contact
<ul style="list-style-type: none"> Head Teacher, School Management Team, Governors, staff, Contractors, LEA Departments and Advisors Staff Contractors Governing Body, School Management Team, LEA Departments 	<ul style="list-style-type: none"> Routine information regarding day to day activities and operations relating to admin, finance, premises etc. Explanations and advice relating to budgets, staffing arrangements, building and maintenance work, contracts, changes to contracts or service providers etc. Presenting proposed school budgetary plans. Influencing contractors on terms of contracts. Sensitive staff issues. Undertaking staff appraisals. Recruitment and selection of new staff. Negotiating contractual terms, managing the work of contractors on site in their service provision to the school. Presenting school's budgetary plans, funds and accounts.

Decision Making

The jobholder decides on the forecasts for the school budget, with support from Education Accountancy, and makes decisions relating to the planning of buildings and maintenance work. The jobholder makes recommendations with regard to the use of school finances, income generating schemes, staffing establishment, accommodation issues, building work and use of contractors.

Resources

The jobholder is responsible for ensuring the school uses appropriate procedures to secure financial and physical resources, but does not have personal "hands on" accountability.



Working Environment

The jobholder's work is interrupted eg by emergency situations, such as power breakdowns, mechanical breakdowns; staffing issues etc. requests for financial information, reports etc. from the Head Teacher. Work is mainly undertaken in an office, within the school premises. The jobholder is required to review building work, maintenance work etc. which may be undertaken outside. There is contact with members of the public, visitors to the school, contract staff, students etc.

Knowledge and Skills

The jobholder needs the ability to undertake a range of advanced activities, requiring detailed knowledge of finance, accounting and budgeting; the utilisation of ICT software; premises issues; and skills in staff supervision and presentation of reports. Typically, the jobholder will have or be studying towards the NCSL Certificate of School Business Management.

Person Specification: School Business Manager

Please see below for the Essential and Desirable skills and qualities required for this role

Essential

- Finance experience
- Budget setting experience
- HR and Payroll experience
- H&S management
- Site management
- Excellent IT skills WORD, EXCEL, Budgeting software, Finance software, and Staff database
- Strong leadership and people management skills
- Able to work at a strategic level
- Keen to make continual improvements to systems and processes
- Adaptable and good at juggling priorities
- Professional, loyal, hard working
- Good at building relationships with outside companies, suppliers and contractors
- Can interact successfully with people at all levels

Desirable

- School finance experience using SIMS FMS
- CSBM qualification
- DSBM qualification
- AAT level 3 or level 4
- Book-keeping qualifications level 2 or 3

- IOSH Managing Safely qualification
- IT skills PowerPoint, Publisher

come and join **Team WIS**

