



WILLIAM FARR

C of E Comprehensive School

APPLICATION PACK FOR SCHOOL BUSINESS MANAGER



STRIVING FOR EXCELLENCE

COMPASSION

FRIENDSHIP

PERSEVERANCE

RESPECT

RESPONSIBILITY

WISDOM



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1. Letter from the Headteacher

Dear Applicant

Thank you for your interest in the position of School Business Manager at William Farr Church of England Comprehensive School.

Our school vision is to provide all members of the school community with the opportunity to engage with '*life in all its fullness*' (John 10:10) through the highest quality of education, encouragement and endeavour. We are committed to striving for excellence and ensuring that all students are known, valued and can achieve.

Our core values – compassion, friendship, perseverance, respect, responsibility, and wisdom – underpin our belief that it is not just what we do, but how we do it that makes a difference to our work. With a strong focus on performance and delivering high standards in all that we do, one thing that is non-negotiable for us at William Farr is our commitment to being an inclusive school. This means we hold high expectations of each other in relation to our behaviour, the way that our students learn to navigate the world and the ways in which we model inclusion in all that we do.

Our school is a welcoming and well-organised environment. We have high standards of school dress and have clear expectations on punctuality, attendance and behaviour. Our students are positive and respond well in all aspects of school life.

In October 2022, Ofsted visited the school, the first time in 13 years. We were delighted to be graded 'Good' in all categories, which gave us the acknowledgment we fully deserved and provided the platform to continue our great work.

In 2022, we celebrated our 70th anniversary at Lincoln Cathedral with the whole school community – made even more special with the Red Arrows flyover on Sports Day.

In the summer of 2023, William Farr proudly achieved its best-ever GCSE exam results, with a Progress 8 score of +0.52. This placed us 4th in the county of non-selective secondary schools and in the top 10% of all secondary schools. These results were achieved through the unswerving commitment of our dedicated and committed staff, students and supportive parents and carers.

William Farr is a unique and special school. The sense of community and Christian ethos runs deep within the spirit of the school. Students take advantage of a rich and varied extracurricular offer to complement learning, and to support students in areas outside academia.

Our school has a vibrant and highly engaged, democratically elected Student Council Body. Students have raised thousands of pounds for local and national charities. Opportunities for student leadership abound.

We continue to expand our Sixth Form offer through an exciting Sixth Form build over the next 12 months. This is a pivotal and exciting time as the school continues to go from strength to strength.

The School Business Manager fulfils an essential role in school, leading the strategy and operations of the business functions of the school, including financial management, health and safety, site, human resources and administration of the school.



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You will be part of an enthusiastic and proactive Senior Leadership Team.

This is a great time to join our school and we very much look forward to receiving your application for what will be a stimulating and professionally fulfilling role.

I hope you will find all the information you need in this application pack to help you decide whether this is the right opportunity for you. Further details can be found on our school website: www.williamfarr.lincs.sch.uk, including a video of the school.

Yours faithfully

Mr J Knowler
Headteacher



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2. The Role

The School Business Manager plays a significant role, overseeing the efficient day-to-day operations of the school and leading on the strategic management of the school estate and finances to support delivery of an exceptional climate for learning.

We are looking for an outstanding candidate to fill this role, who will support and uphold the school vision, values and ethos and have the successful outcomes of our students at the heart of everything they do.

The right candidate will have excellent interpersonal skills, be resilient and proactive with the ability to be highly reactive to the ever-changing demands of the role.

You will be a key member of the Senior Leadership Team, working closely with the Headteacher to ensure that school resources are effectively used to deliver the strategic priorities of the school.

Our most important asset is our team and in this role, you will be responsible for leading and developing our Support Staff. It is a broad and varied team, ranging from teaching assistants to caretakers to administration staff and many other roles in between. The successful candidate will have the ability to work across the full range of staff, to lead and inspire them.

In January 2024, we restructured our finance team and have entered into a finance service level agreement with St Lawrence's Academy Trust. Our new arrangement provides a robust financial support system with a full-time management accountant based in school, together with our in-house finance administrator, who deliver the day-to-day finance operations. This structure enables the School Business Manager to focus on the strategic, long-term financial planning and demands of working as Chief Finance Officer.

It is an incredibly exciting time to join William Farr School, with major capital projects underway in the form of a new-build dedicated Sixth Form block and playing field restoration. And with plenty of scope for further projects to bid for through capital improvement grants, an ambitious and strategic planner would thrive in this role.

Start Date: 1 July 2024

Salary: L1-4 - £47,185 - £50,807.

52 weeks. 29 days' holiday + Bank Holidays, increasing to 34 days after 5 years.



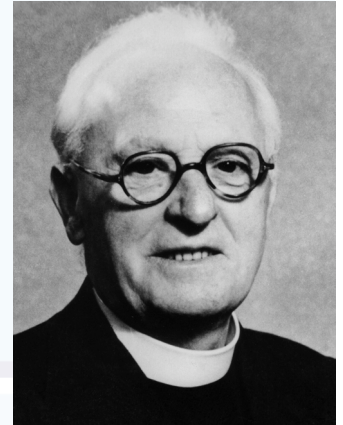


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3. About our School

William Farr Church of England Comprehensive School has a deeply rooted local history. It is built on the former site of RAF Dunholme Lodge, a Second World War Lancaster Bomber base, which was purchased in 1946 by the local vicar, after whom the school is named. Reverend William Farr was clear that in gifting the land, the school should remain as a 'local school' at its heart – and this is something that we uphold to this day.



Reverend William John Farr, 1953



Since its inception, right up to the current day, the school has placed itself strongly in the heart of the community of Welton and surrounding villages, a few miles from the beautiful cathedral city of Lincoln. Obtaining academy status in 2011, we are connected to our community and proud of our heritage, and in 2022, we celebrated our 70th anniversary at Lincoln Cathedral with the whole school community.

Our school continues to be very popular and over-subscribed every year - something that we continually reflect upon, as we are keen to look at ways in which we can offer opportunities to young people from our communities. Our Year 7 intake of 248 students is taken mainly from Welton and the surrounding villages, but we also have students travelling from the Lincoln area.

One of the ways in which we are working to expand our offer is through our exciting Sixth Form build over the next 18 months. After securing Section 106 funding, we are now working hard to enhance the learning environment for students and leave a legacy for many years to come that includes a new Sixth Form area and an expanded curriculum.



The school has always held a record of high academic achievement, due to our high-quality teaching and care and guidance support we offer to our students. Last year, William Farr School achieved its best-ever GCSE exam results with a Progress 8 score of +0.52. This placed us 4th in the county of non-selective secondary schools and in the top 10% of all secondary schools. We also offer an extensive range of extra-curricular activities and visits to complement learning, and to support students in areas outside academia.



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In October 2022, we had our first Ofsted visit in over 13 years and achieved a grading of 'Good' in all categories. Inspectors recognised that leaders and staff put the students of William Farr at the centre of everything we do. Our high expectations, strong curriculum offer, and support offered for all was highlighted, all contributing to ensuring that our students achieve the best possible outcomes. Ofsted highlighted the following strengths of the school:

- Teachers have high expectations of pupils' behaviour.
- Teachers are experts in the subjects they teach.
- Teachers encourage pupils to achieve excellence.
- Well-thought-through curriculum.
- Personal Development and SMSC.
- Extensive extra-curricular opportunities.
- Sixth Form are involved in the life of the school.
- Staff feel trusted by leaders.
- Strong safeguarding ethos.

The Ofsted inspection has provided the school with an excellent basis to further develop key areas of our curriculum. A copy of our Ofsted report can be accessed here - <https://www.williamfarr.lincs.sch.uk/ofsted>

Our Christian ethos and connection to faith and religious education is an important facet of our school that we are very proud of. Our staff and chaplain work tirelessly with students to explore and embed all elements of our theologically rooted Christian vision and faith into our curriculum and school life so that students can flourish. In our last SIAMS inspection of March 2019, we achieved a grading of 'Excellent'.

Care and guidance for our students sits at the heart of our school. We have invested heavily over recent years in our 'Student Hub', which provides targeted support for some of our most vulnerable students.

Key facts about our school include:

From our Staff Survey:

- 99% of staff said they shared the school vision and values.
- 90% said they were proud to work at William Farr.

From our Student Survey:

- 90% of students said they enjoyed their lessons and felt they were learning well in their subjects.
- 88% of students said they enjoyed school.

From our Parent View:

- 95% of parents would recommend the school to another parent.
- 95% of parents said there is a good range of subjects in school.
- 94% of parents said their child is happy at school.
- 94% of parents said the school lets them know how their child is doing.
- 94% of parents said their child does well.



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4. Application and Selection

School Business Manager

Salary Range: L1-4.

Start date: 1 July 2024

William Farr Church of England Comprehensive School has a long and proud history and standing in the local community. We are looking for an enthusiastic and suitably experienced individual to undertake the role of School Business Manager.

If you are a proactive, innovative and adaptable professional with the ability to inspire others and lead by example, and you have a passion to ensure that all members of our school community can, in line with our vision, enjoy '*life in all its fullness*', then we would encourage you to apply for the role.

The most important aspect of this process is finding someone with the right personal qualities to lead a year group through their secondary school education and so we want to be explicit in our interest in receiving applications from exceptional candidates from all backgrounds. This is a great time to join our school and we believe it will be a stimulating, challenging, and professionally fulfilling role.

Situated in the village of Welton, close to the historic and beautiful cathedral city of Lincoln, this Church of England 11-18 Comprehensive School has around 1,500 students on roll. Our school gained academy status in January 2011, received an 'Excellent' SIAMS grading in March 2019, and an Ofsted 'Good' in October 2022.

We can offer:

- The opportunity to work with enthusiastic and aspirational students with high learning expectations.
- A strong team of effective and committed staff.
- A supportive and engaged staff, Senior Leadership Team & Trust Board.
- Continuous professional development.
- A Christian ethos and values at the heart of a fully inclusive school community.

Visits to the school are encouraged on **Wednesday 8 May, 10.30am-12pm and 4-5pm.**

Please contact Mrs S Ginty, PA to Headteacher, at: s.ginty@williamfarr.lincs.sch.uk to arrange.

Further details can be found on our school website at: www.williamfarr.lincs.sch.uk, including a video of the school.



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How to apply

Applicants should complete the support staff application form and submit a letter of application of no more than 2 sides of A4 paper, stating their qualifications and experience to date and how this will equip them to fulfil the responsibilities of this post. The letter should be attached to the application form before uploading.

Closing date: **Monday 13 May 2024 at Noon.**

Shortlisting: **Tuesday 14 May 2024.**

Interview date: **Tuesday 21 May 2024.**

William Farr Church of England Comprehensive School is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. This post is subject to an Enhanced DBS check and other relevant clearances.

References will be taken up prior to interview in line with our Keeping Children Safe in Education obligations. Candidates who are not shortlisted will not be contacted. Feedback will only be provided to candidates invited to interview.



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4. Job Description

Responsible To: Headteacher

Responsible For: Line management of external Management Accountant (indirect responsibility), Finance Administrator, Site Manager, HR Manager, Catering Manager. Leading all school support staff through their appropriate line managers.

Job Purpose

The School Business Manager is responsible for managing the strategy and operation of the business functions of the school, including financial management, health, safety and compliance, human resources, site, school catering, uniform supply, school shop, compliance, and administration.

The School Business Manager is responsible for providing professional leadership and management for school support staff to achieve improved standards of education in the school.

The School Business Manager promotes the highest standards of business ethos and strategically ensures the most effective use of resources.

SLT Corporate Responsibilities

- To communicate the school's vision compellingly and support strategic leadership.
- To lead by example, holding and articulating clear values and moral purpose, and focussing on providing excellent education for all students. To champion Nolan's seven principles of public life.
- To build positive relationships with all members of the school community.
- To work with financial astuteness, translating and implementing policy into the school's context.
- To contribute to staff in-service training.
- To manage duty teams at break and the end of the school day.
- To contribute to new staff induction programme.
- To deal with staff-related issues.
- To performance-manage support staff.
- To support the recruitment of new staff.
- To attend appropriate whole-school events and activities.
- To liaise with parents and external agencies as appropriate.
- To review and update relevant school policies as required.
- To ensure equality of opportunity for all staff and pupils.
- To carry out other duties appropriate to the level of the post, as directed by the Headteacher.



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Individual Key Responsibilities

Leadership & Strategy

- Attend and contribute to Senior Leadership Team and Trust Board meetings.
- Inform strategic decision making within the school's Senior Leadership Team.
- Under the direction of the Headteacher and Resources Committee, lead on financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are linked to the school's strategic priorities.
- Contribute to the school's Development Plan and Self-Evaluation Form.
- Lead all school support staff through appropriate line managers.
- Line manage key support staff as detailed above, including carrying out long-term resource planning, managing recruitment, appraisal, and professional development.

Financial Resource Management

- As Chief Finance Officer (CFO) for the Trust, work in partnership with the Headteacher to manage the school's budget and ensure it is balanced, realistic and represents an effective use of public funds.
- Ensure the overall effective and efficient operation of the finance team, comprised of one internal Finance Administrator and finance service level agreement (SLA) with St Lawrence's Academy Trust (SLA Trust) team.
- Work with the Headteacher and SLA Trust to submit the budget to the Trust Board and to monitor the budget, advising the Headteacher where revisions or changes are needed and take prompt corrective action if necessary.
- Work with Headteacher and SLA Trust to forecast future years' budgets, based on the school's estimated funding and trends in expenditure, reviewing Integrated Curriculum Financial Planning (ICFP) metrics, to enable the Headteacher to make strategic, long-term decisions.
- Comply with financial reporting requirements and ensure statutory returns are submitted with the support of SLA Trust.
- Work with SLA Trust to oversee school bank accounts on a day-to-day basis, ensuring financial processes are adhered to, 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's Development Plan.
- Find and apply for grants including Condition Improvement Fund to manage larger scale capital projects.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking, and evaluating suppliers, negotiating deals and ensuring value for money.
- Manage the school's letting offer.
- Manage the approach to internal scrutiny and the preparation of the annual accounts and external audit process in line with the annual Academy Trust Handbook requirements.



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HR Management

- Work with HR Manager or SLA provider to oversee the school's HR function and ensure that all HR policies and procedures are administered in accordance with employment law.
- Work with HR Manager or SLA provider to oversee the management of the school's payroll services for all staff, including the management of pension schemes and associated services.
- Ensure effective deployment of staff and financial efficiency.
- Monitor staff absence.

Administration Management

- Manage the whole school administrative function and lead all support staff.
- Ensure records are kept in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.
- Establish and use effective methods to review and improve administrative systems.
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Prepare information for publications and returns for the DfE, ESFA, LEA and other agencies and stakeholders within statutory guidelines.

Facility & Property Management (In conjunction with Site Manager)

- With the Headteacher, oversee the safe maintenance of the whole school site, which is managed day-to-day by the Site Manager.
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Ensure the continuing availability of utilities, site services and equipment.
- Ensure sound practices in estate management and grounds maintenance are followed.
- Monitor, assess and review contractual obligations for outsourced school services.
- Ensure a safe and secure environment for the stakeholders of the school.
- Ensure ancillary services, e.g. catering, cleaning, etc, are monitored and managed effectively.
- Manage the letting of school premises to external organisations, where feasible.
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.
- Lead on the estate vision, strategy, and asset management plan.



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Health & Safety (In conjunction with Site Manager)

- Act as the school's Health & Safety lead, working with the 'competent person', the school's H&S Co-ordinator and Fire Officer.
- Ensure there is a third-party H&S 'Competent Person' in place at all times through annual contract.
- 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 Health and Safety training for staff.
- Ensure records of fire practices and alarm tests are maintained by the Site Manager.
- Ensure the school's written Health & Safety policy statement is clearly communicated and available to all people.
- Enable regular consultation with people on Health and Safety issues.
- Ensure systems are in place for effective monitoring, measuring, and reporting of Health and Safety issues to the Senior Leadership Team, Governors and, where appropriate, the Health & Safety Executive.
- Ensure the maximum level of site security consistent with the ethos of the school.
- Manage the Health & Safety annual audit process.

The School Business Manager will be required to safeguard and promote the welfare of the school's students and staff and follow school policies and the staff code of conduct.

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.



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5. Person Specification - School Business Manager

| Education and Qualifications | | |
|--|--------------------------------|---|
| Evidence from application form, formal interview and the references | Essential (E) Desirable (D) | Application – (A) Interview – (I) Reference – (R) |
| Educated to degree level in relevant field | D | A |
| School Business Management qualification | D | A |
| Finance/Accounting-related qualification | D | A |
| Experience | | |
| Evidence from application form, formal interview and the references | Essential (E) Desirable (D) | Application – (A) Interview – (I) Reference – (R) |
| Successful leadership and management experience in a school, or a relevant field outside education | E | A, I |
| Able to demonstrate budget management experience | E | A, I |
| Strategic and operational financial management | D | A, I |
| Producing financial/other reports and recommendations | D | A, I |
| Fundraising, grant bids and delivering value for money initiatives | E | A, I |
| Leading and managing change and implementing new systems/procedures/controls | E | A, I |
| Line management experience for a variety of staff across skill areas | E | A, I |
| Experience of overseeing and directing the work of others | D | A, I |
| Dealing with HR issues | D | A, I |
| Contributing to staff development | D | A, I |

| Skills and Knowledge | | |
|--|--------------------------------|---|
| Evidence from application form, formal interview and the references | Essential (E) Desirable (D) | Application – (A) Interview – (I) Reference – (R) |
| Ability to contribute at a strategic level within the senior leadership team of an organisation | E | A, I |
| Ability to build effective working relationships with staff and other stakeholders | E | A, I |
| Ability to communicate a vision and inspire others | E | A, I |
| Effective communication and interpersonal skills with a wide range of audiences | E | A, I |
| Excellent standards of literacy and numeracy with attention to detail | E | A, I |
| Analytical skills | D | A, I |
| Presentation skills | D | A, I |
| Excellent IT skills to include Microsoft Office; Excel; Word; PowerPoint | E | A, I |
| Competent in the use of Finance and Payroll systems (Access Education Finance/ Budgets & Edupay) | D | A, I |
| Understanding of safeguarding within the education sector | D | A, I |
| Understanding of data protection and confidentiality | E | A, I |
| Knowledge of school/academy funding policies and procedures and the accounting rules and concepts surrounding charity/academy accounting and reporting | D | A, I |
| Understanding of the Academies Handbook | D | A, I |
| An ability to interpret and communicate financial information | D | A, I |
| An awareness of government reporting requirements and returns associated with the academy sector | D | A, I |
| Knowledge of relevant policies and legislation including health & safety legislation and risk assessments | D | A, I |
| Personal Qualities | | |
| Evidence from application form, formal interview and the references | Essential (E) Desirable (D) | Application – (A) Interview – (I) Reference – (R) |
| Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils | E | A, I, R |
| Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity and reputation of the school | E | A, I, R |
| Flexible, efficient, and highly organised | E | A, I, R |
| Ability to work under pressure, to tight deadlines and manage workload/prioritise effectively | E | A, I, R |
| Commitment to maintaining confidentiality at all times | E | A, I, R |
| Commitment to safeguarding and equality | E | A, I, R |

Personal Qualities continued...

| Evidence from application form, formal interview and the references | Essential (E) Desirable (D) | Application – (A) Interview – (I) Reference – (R) |
|--|--------------------------------|---|
| Embraces change well | E | A, I, R |
| Deals with difficult situations effectively | E | A, I, R |
| Maintains a consistent and positive solution focused approach to problem solving | E | A, I, R |
| Strategic decision maker | E | A, I, R |



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