

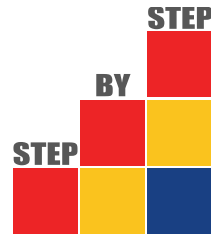
Recruitment Pack School Business Manager January 2019

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STEP BY STEP SCHOOL



Dear Applicant,

Thank you for your interest in the post. I hope that the information you receive will help and inform your application. We are looking for a self-motivated and ambitious School Business Manager who has a proven track record of working on their own initiative on all strategic and operational financial matters.

We are an independent special school, providing education for autistic pupils aged 4 – 19, based near to East Grinstead, and have over 50 employees.

As part of the school team, you will have the opportunity to work with committed and passionate colleagues and play an active role as the school continues to develop. The person will play a key strategic role within the school and form part of the Senior Leadership Team.

The school achieved an overall 'good' rating, with outstanding judgements in its June 2018 inspection. We seek an enthusiastic School Business Manager with superb communication skills who is committed to excellence. Governors are supportive and want the school to progress to "Outstanding". In terms of responsibilities you will be required to lead on all support functions including finance, HR, recruitment, DBS checks, Support Staff, contracts, facilities, health & safety, fund raising and measures to improve efficiencies.

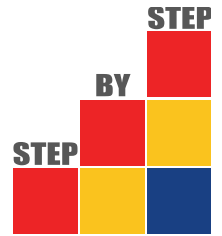
We have plans to expand and this would be an exciting time to join the school and assist to take it forward. It is recommended that you visit the school, so you can see us 'in action'. I am very happy to discuss the post further over the telephone.

I know that you will find this role rewarding and look forward to receiving your application.

Yours sincerely,

Gayle Adam
Headteacher

Grinstead Lane,
Sharpthorne, East
Sussex RH19 4HP



About Our School

In 2000 a small group of parents with autistic children, in and around the Crowborough area were put in touch with each other through a common interest of wanting to create a learning environment for their children. They were all following Applied Behavioural Analysis Methodology (ABA) which is a proven teaching method for children with autism. These parents very quickly realized that the home environment, although successful, was quite isolating for the children and that they needed to be in a school setting where they were able to access ABA teaching and be able to work on socialisation skills.

There was a serious lack of autism specific provision in the area, so the parents approached the local authority with their idea hoping to be able to work jointly and fill the gap. Unfortunately they were turned down by the authority, although disappointed the parents felt so strongly that the school needed to happen that they set about doing it themselves!

Four years of fundraising followed, doing anything from race nights, marathons, sky dives, sponsored swims and applying for grants. The parents were also extremely fortunate to find a local landowner with an old rundown farm, who was looking to redevelop it into an educational site. The old barn was custom built for us, thanks to our landlord and a grant from Defra, and in April 2004 the doors opened to our first pupils of which there were 3!

The school is now registered for 30 pupils, ranging from 4-19 years old and continues to flourish and provide exceptional educational provision for children and young people with autism. Of our founding parents, three families still have close links with the school, as either staff or governors.

The school is extremely proud of its historical roots and the provision it has been able to offer to pupils over the years. We aim to continue to grow and expand over the coming years, so more children and families are able to benefit from the expertise, knowledge and bespoke programmes we offer.

The school is run by a charity, and the majority of children have their fees paid in full by their Local Authority.

From determined roots, great things grow.

Sharphorne, East
Sussex RH19 4HP



School Business Manager Job Description

Reports to: Head teacher

Salary Range: **M9 (43-46) depending on experience £39,002 - £41,846 (0.92 FTE)**

Hours of Work: 37.5 hours per week, 44 weeks a year + 4 weeks paid holiday. As a member of the school's senior leadership team the business manager will be expected to have some flexibility in their hours, to attend events as requested by the Head teacher.

Job Purpose: To provide, in conjunction with the Head teacher and Governors, a lead on all aspects of managing the finance, site and administration of the school. The SBM is responsible for the smooth and effective running of all aspects of the non-teaching provision.

Principal Focus: Responsibility for the operational aspects, and advising on the strategic direction, of finance, HR policy and procedure, premises management, administration, health and safety and all support services. Leadership and management of these areas must support effective teaching and learning and ethos and direction of the school development plan. An external focus including networking and appreciation of the educational landscape is an integral part of the role.

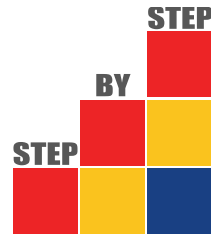
General Duties

Leadership and Strategy

1. Provide strategic support to the Head teacher, SLT and governors on all aspects of school business management
2. Attend Senior Leadership Team and full Governing Body meetings
3. Plan and implement new initiatives as appropriate and manage change in accordance with the school improvement plan.
4. Negotiate and influence strategic decision making within the school's senior leadership team.
5. Promote the highest standards of business ethos within the administration function of the school and strategically ensures the most effective use of resources in support of the school's vision.
6. To lead and manage school support staff.

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STEP BY STEP SCHOOL

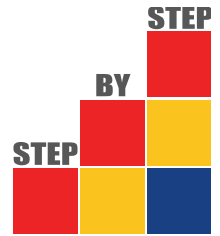


7. Understand the implications of government policies and educational developments
8. An understanding of GDPR/ICO and opportunities from using IT effectively
9. Identify fund raising opportunities and contribute to fund raising proposal documents

Financial Resource Management

1. Manage the school accounting function, ensuring efficient operation according to agreed procedures. This includes: ordering, processing and payment of all goods and services, operation of all bank accounts, ensuring a full monthly reconciliation is undertaken and preparation of invoices and collection of fees, managing restricted and unrestricted funds, capital expenditure and depreciation
2. Manage the payroll services (which are outsourced to our external accountants) for all school staff including the management of pension schemes and associated services.
3. Monitor the effectiveness and implementation of contracts and agreements.
4. Monitor school's petty system
5. Liaising with Local Authorities regarding the collection of school fees and dealing with queries
6. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity.
7. Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process.
8. Discuss, negotiate and agree the final budget.
9. Use the agreed budget to actively monitor and control performance to achieve value for money
10. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action.
11. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
12. Provide on-going budgetary information to relevant people.
13. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
14. Maintain a strategic financial plan that will indicate the trends and requirements of the school improvement plan and will forecast future year budgets.
15. Identify additional finance required to fund the school's proposed activities
16. Carry out year-end procedures and to ensure that the annual external audit and any other audits, run smoothly and any queries are resolved
17. Select types of savings accounts which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
18. Present timely and fully costed proposals, recommendations or bids.

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Administration Management

1. Manage the whole school administrative function and lead all support staff.
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
3. Manage systems and link processes that interact across the school to form complete systems
4. Define responsibilities, information and support for staff and other stakeholders.
5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
6. Establish and use effective methods to review and improve administrative systems.
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
8. Benchmark systems and information to assess trends and make appropriate recommendations.
9. Prepare information for Companies House and Charities Commission.

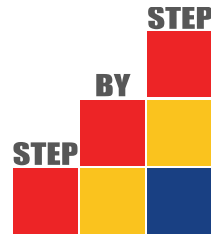
Management Information Systems and Information Technology

1. Consider approaches for existing use and future plans to introduce or discard technology in the school.
2. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
3. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
4. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
5. Establish systems to monitor and report on the performance of technology within the school
6. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.
7. Ensure contingency plans are in place in the case of technology failure.
8. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

Human Resource Management

1. To be responsible for the school's recruitment strategy, including clearance of new staff – DBS and other safeguarding checks, reference checks, medical checks, child protection, induction and to issue contracts of employment
2. To assist in the planning and execution of staffing restructures and appointments

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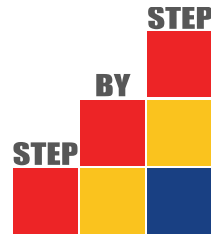


3. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
4. Manage recruitment, performance management, appraisal and development for all support staff.
5. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice.
6. Seek and make use of specialist expertise in relation to HR issues
7. Evaluate the school's strategic objectives and obtain information for workforce planning.
8. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.
9. Conduct exit interviews to identify staffing trends and areas for school improvement

Facility and Property Management

1. To produce a rolling premises development plan for consideration by the head teacher and governing body
2. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
3. Ensure the safe maintenance and security operation of all school premises.
4. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
5. Ensure the continuing availability of utilities, site services and equipment.
6. Managing the school's cleaning and waste management
7. Follow sound practices in estate management and grounds maintenance.
8. Monitor, assess and review contractual obligations for outsourced school services.
9. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
10. To know what the elements of fire safety are and the associated risks to the school through the process of risk assessment and maintain the fire risk assessment
11. Seek professional advice on insurance and advise the Head teacher and Governors on appropriate insurances for the school and implement and manage such schemes accordingly.

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Health and Safety

1. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health and Safety Executive.
2. To act as the school's Health and Safety Co-ordinator and liaise with the Health and Safety Governor
3. Plan, instigate and maintain records of fire practices and alarm tests.
4. Ensure the school's written health and safety policy statement is clearly communicated and available to all people.
5. Ensure the health and safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
6. Enable regular consultation with people on health and safety issues.
7. Ensure systems are in place to enable the identification of hazards and risk assessments.
8. Ensure the maximum level of security consistent with the ethos of the school.

Support Services

1. To ensure the administration procedures are smooth, efficient and provided electronically wherever possible
2. To ensure that administrative procedures support safeguarding and confidentiality
3. To work with the governing body and clerk as appropriate to support effective and sound governance
4. To promote a professional working ethos amongst all staff
5. To ensure that administration procedures serve staff, students and stakeholders efficiently and appropriately

Line management responsibilities

The School Business Manager will be responsible for;

1. Leading and managing office and site staff
2. Motivating and facilitating teamwork throughout the whole school non-teaching staff workforce and ensuring good practice in order to achieve excellent standards of service delivery
3. Managing staff attendance and leave to ensure a continuous service throughout the year
4. Overseeing non-teaching staff career development including annual appraisals and reviewing training requirements
5. Monitoring the effectiveness of the non-teaching staff team

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In addition the School Business Manager will undertake such duties and work hours as agreed with the Head Teacher and undertake them, within capabilities, as may be required by them.

This job description and the allocation of particular responsibilities may be amended from time to time.

Prepared by: Gayle Adam
Date Prepared: December 2018

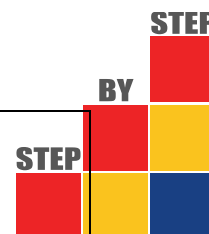
Business Manager

Person Specification

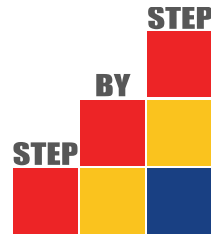
	Essential Criteria	Desirable Criteria
Education and qualifications	Certificate of School Business Management or equivalent (CSBM).	Diploma of School Business Management or equivalent (DSBM) Professional accounting qualification.
Key Skills and Abilities	Ability to develop and maintain efficient financial and administrative systems Ability to analyse and interpret complex information, resolve problems and make recommendations Ability to communicate with a wide audience Ability to prioritise and manage own workload to meet deadlines Ability to show sensitivity and objectivity in dealing with confidential issues Ability to work independently demonstrating initiative and pro-activity Proficient user of software programmes, e.g Sage, Excel and Word	

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<p>Knowledge</p>	<p>Knowledge of a range of computer applications</p> <p>Knowledge of Health and Safety legislation, procedures and risk assessment</p> <p>Management accounting and financial reporting procedures</p> <p>Knowledge of contract management and procurement</p> <p>Up to date knowledge of relevant legislation and guidance in relation to working with the protection of children and young people</p>	<p>Knowledge of H& S relating to school environment</p> <p>Knowledge about typical school policies</p>
<p>Experience</p>	<p>Using computerised systems (i.e. Sage and School Pod) for budget and systems management</p> <p>Working knowledge of HR/employment law</p> <p>Experience of financial planning, budget monitoring, account reconciliation and financial reporting</p> <p>Procurement and contract negotiation ensuring best value for money</p> <p>Experience of managing a team, administration systems and an office</p> <p>Providing high level administrative support for the Senior Leaders and Governors</p>	<p>Ability to construct and write bids for external funding</p> <p>Experience of implementing new systems to improve efficiency</p> <p>Experience of overseeing maintenance and building projects</p>
<p>Personal Attributes</p>	<p>Committed to the education of children with special needs and supporting their families</p> <p>Innovative</p> <p>Excellent organisational and time management</p> <p>Willingness to undertake training as required</p> <p>Committed to continuing professional development</p> <p>Adaptable and works well as part of a team</p>	<p>Grinstead Lane, Sharpthorne, East Sussex RH19 4HP</p>



Selection Process

Shortlisting for candidates will take place on Monday 28th January.

Successful candidates will be informed by Wednesday 30th January if they are to be invited for interview.

Interviews will take place either on either Monday 4th or Weds 6th February.

As part of the interview process all candidates will be required to undertake 2 tasks, one finance related and one related to HR.

Successful candidates will also have a formal panel interview and an informal meeting with senior staff.

Advert

School Business Manager for March 2019 (or before) to join an independent special school delivering high class provision for pupils on the autistic spectrum.

Pay Scale Grade **M9 (43-46) depending on experience £39,002 - £41,846 (0.92 FTE)**

37.5 hours per week, 44 weeks a year + 4 weeks paid holiday.

We are small independent special school with a friendly supportive team. The school offers exceptional levels of support, resources and excellent opportunities for professional development to all its staff.

The School Business Manager is the school's leading support staff professional and will assist the Head Teacher in his duty to ensure that the school meets its educational aims.

You will be responsible for;

1. Promoting 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.
2. Financial Resource Management / Administration Management / Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School.
3. Contributing to the strategic development of the school as part of the Senior Leadership Team

You will be expected to:

1. Operate, maintain and develop the administrative and financial procedures and systems of the school in co-operation with the Headteacher and Governors, ensuring that all legal and safety requirements with regard to people and property are met.

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STEP BY STEP SCHOOL



2. Be responsible for the school site and its buildings, their maintenance, development and efficient use.
3. Line manager admin and premises staff
4. Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures.

The preferred candidate will have:

- excellent knowledge of computerised finance systems
- strong influencing and relationship building skills
- first class communication skills, both orally and in writing to a range of audiences
- strong organisational and planning skills and working to tight deadlines
- a problem solving and can-do attitude for the likely challenges ahead
- the ability to lead the school's administrative and premises team

We hope to hear from all interested applicants looking to join a staff team committed to the challenge of making a difference for our pupils and community. School visits are thoroughly recommended.

Closing date for applications: 9:30 Friday 25th January 2019

Interview date: Week commencing 4th February

Please visit the school website for an application pack or, email Sam Matthews, Admin Manager (email: smatthews@stepbystepschool.org.uk).

Step by Step is an equal opportunities employer. We shall ensure fairness and equal opportunities throughout our workforce. We welcome applicants from suitably skilled candidates regardless of ethnicity, gender, disability, sexual orientation, religion/ religious beliefs or age.

Step by Step is committed to the Safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks. References will be sought and successful candidates will need to undertake an enhanced Disclosure and Barring Service check

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