



ELY ST. JOHN'S PRIMARY SCHOOL

SCHOOL BUSINESS MANAGER RECRUITMENT PACK



Ely St. John's Primary School

Dear Prospective Candidate,

Thank you for expressing an interest in the position of School Business Manager here at Ely St John's Community Primary School. We are delighted to be introducing you to this role and at the prospect of you potentially joining our team.

On the following pages you will find details of the role to assist you in completing and tailoring your application.

Ely St. John's strives to be a school where people wish to be and belong, and we are always excited to be able to add to our fantastic existing team. Our aim is to provide a nurturing, friendly school community in which every child and adult feels valued and secure we have a clear set of values that are community centred, inclusive and with a 'therapeutic thinking' approach at their core.

As our Business Manager you will work in partnership with our staff, governors, pupils, parents and carers providing the highest standards of business management, working strategically to ensure the most effective use of resources.

So, if this opportunity aligns with your own aspirations, you share our values and are inspired by wanting to make a difference to our school community we would love to hear from you.

I hope that you find all the details you need within this application pack and attached application form. More information can be found on our school website:

<https://www.elystjohns.cambs.sch.uk>

This is a great time to join us here at Ely St John's and we wish you the best of luck with your application.

John Henson
(Headteacher)



School Business Manager Role

Salary: £36,648 - £44,428 per annum, pro rata (*depending on experience and qualifications*)
Hours: 35 hours per week, 52 weeks per year
Contract: Permanent

Due to the retirement of our highly valued School Business Manager at the end of the school year, Ely St. John's Community Primary School has an exceptional opportunity for a resilient, driven and motivated individual to join our progressive leadership team.

You will be joining a forward thinking outward looking senior leadership team who are striving to provide the pupils at Ely St. John's with the very best educational offer possible.

At Ely St. John's we aim to provide a caring, friendly school community in which every child and adult feels valued and secure. Your values will align with ours and you will want to provide our pupils with the very best educational offer possible. Naturally, you will bring with you enthusiasm, integrity and the ability to work as part of a team and we will look to you to lead the efficient and effective management of the school's financial, administrative and operational functions. Furthermore, you will be ready to demonstrate your creativity and innovation and will be adept at prioritising your workload.

As a strategic thinker with strong leadership and financial management skills, we invite you to apply for this exciting opportunity. We can't wait to hear from you.

We are very open to supporting ambitious candidates who can grow into the role so please do consider applying even if you feel you do not meet every element of the job specification.

We are looking for the right candidate to start work with us in time for the beginning of the new school year in September, potentially with a period of time before that as handover with our current Business Manager in order to ensure the smoothest possible start to the new role.

For further information and to apply, please contact the school office or download the application pack from our website <https://elystjohns.eschools.co.uk/website/vacancies>

To apply, please complete the application form and submit a covering letter to the Headteacher detailing the reasons for your suitability for the role (Please provide some specific examples which demonstrate your relevant skills, knowledge and experience in relation to the job you are

applying for. Please refer to the criteria listed in the Job Description and Person Specification when choosing suitable examples.)

Closing Date: Wednesday 12th June

Interviews: Will be held during the week beginning Monday 17th June.

We would be delighted to show you around Ely St. Johns and would highly recommend a school tour. Please contact the Headteacher either through the school office or directly:

office@elystjohns.cambs.sch.uk

head@elystjohns.cambs.sch.uk

01353 612780

The post is subject to satisfactory pre-employment checks including Right to Work in the UK, Enhanced Disclosure and Barring Service clearance, medical check and two satisfactory references. Please note:

The canvassing of any employee, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.

School Business Manager – Job Description



Employment details	
Job title	School Business Manager
Reports to	Headteacher
Hours of work	35 hours per week 52 weeks per year
Salary	Principal Officer Salary Scale Points 28 – 36 (£36,648 - £44,428 per annum, pro rata) <i>(depending on experience and qualifications)</i>

General duties

- Work with the relevant staff within the school and delegate tasks appropriately.
- Effectively and sensitively manage conflicts within the workplace, following the school's Complaints Procedures Policy, where necessary.
- Confidently and efficiently lead a team to meet the school's strategic goals.
- Actively contribute to the School Development Plan (SDP), making meaningful and considered suggestions in areas where the school requires them most.
- Promote the highest standards of business efficiency within the administrative function of the school.
- Ensure the highest and most effective use of resources, which positively contribute to the school's learning objectives.
- Contribute to, and model, the school's vision, values, learning styles, leadership styles and ethos.
- Plan and manage strategic change in accordance with the SDP, acting as a point of contact for clarification and assistance with regards to changes.
- Work, as required, as part of the Senior Leadership Team (SLT) and be a positive and proactive advocate of the school's continued progress and success.
- Undertake relevant responsibilities as delegated by the headteacher or governors.
- Be a highly involved member of the school community and be active in aspects of school life, including developing positive relationships with staff, pupils and parents.
- Effectively identify and manage any reputational risks faced by the school.

Financial resource management

- Ensure the school's budget is balanced and appropriately approach discrepancies in the budget.
- Monitor the school's budget and ensure value for money is achieved.
- Forecast future years' budgets, taking into consideration any relevant plans and new directions.
- Find and help to implement appropriate methods of income generation that can be used to acquire extra funds for the school.
- Assess what internal staff structures the school needs to maximise effectiveness and determine which aspects can be outsourced.
- Have a sound understanding of the pupil premium grant and how to track its effectiveness.
- Keep up-to-date with the latest changes to financial policy and funding opportunities.
- Determine long-term strategic plans effectively, taking into consideration the key areas for development and improvement.
- Be aware of the financial reports that need completing and ensure that these are submitted in a timely manner.
- Control, monitor and evaluate the school's finances, ensuring compliance with financial requirements and regulations.
- Organise financial inspections by internal and external auditors, taking action on any recommendations.
- Attend, as required, meetings with the governing body's Resources Committee, providing information as necessary and discussing methods of development in terms of the school's spending.
- Produce, maintain and review a risk register and take action to address any high-risk situations.
- Monitor service level agreements and contracts to ensure effectiveness of delivery and value for money, negotiating favourable terms where possible.
- Have overall responsibility for the receipt, safekeeping and banking of all monies received by the school.
- Ensure that appropriate credit controls are in place for income streams, such as catering.
- Have a sound understanding of the 'Schools Financial Value Standard' (SFVS).

Administration management

- Work with and maintain administrative systems, ensuring that maximum efficiency is achieved.
- Monitor and assess the administrative performance of the school, ensuring transparency and honesty.
- Handle sensitive and/or confidential data, in adherence with relevant data protection regulations.
- Benchmark the school's systems and information against others on a local and national scale.
- Remain up-to-date with Department for Education (DfE) statutory guidance and legislation that impacts the school.
- Plan, lead and implement organisational change.

- Prepare information for publication and returns for the relevant bodies, such as the DfE.

ICT and management communication systems

- Understand what to do in a situation where there is a technical failure, so that the school system could still operate effectively.
- To take on the role of Data Protection Officer Lead (DPO) in school, working closely with the external DPO Officer, ensuring compliance with GDPR regulations, the production of up-to-date paperwork and engaging in regular audit.
- As System Manager for the schools' MIS System, currently SIMS, to ensure accurate and up-to-date records on all pupils and staff whilst remaining aware of other systems which may be more efficient.
- To ensure that all electronic communications to the school office, via Outlook or SchoolComms are dealt with in a timely manner.
- Ensure that the school has a strategy for using technology, which is aligned to the overall vision and plans for the school and ensures value for money.
- Establish systems to monitor and review the performance of technology within the school, making amendments as necessary.
- Ensure resources, support and training are provided to enable staff to use the software effectively.

HR management

- Ensure that the school's policies are circulated, read and understood by the relevant members of staff, such as ensuring a new starter receives the policies.
- Handle grievances appropriately and implement any necessary actions, in conjunction with the headteacher.
- Be actively involved in the recruitment process of new staff, being able to identify the skills, knowledge and understanding that will be required of candidates.
- Give constructive feedback to staff, handle potentially complicated or uncomfortable situations and take the necessary actions following this.
- To be responsible for implementing any staff contractual changes, staff absences and personal details via EPM Ltd, the school's external HR & Payroll provider, using the EPM Portal.
- To be responsible for the accuracy of the monthly payroll, using the relevant EPM reports, and ensuring all salary payments are authorised by the Headteacher.
- Contribute to ensuring equality and confidentiality for all staff in line with the school's policies and procedures.
- Assist the SLT and relevant staff members in ensuring that the school meets all statutory obligations.
- Manage the performance, discipline, grievance and competence procedures of the administration and office teams.
- Be a point of contact for the headteacher, SLT and governing body in regard to employment law and associated matters, including updates to policies and procedures.
- Evaluate the school's strategic objectives and obtain information for workforce planning.

- Help staff identify areas for Continuous Professional Development and organise these opportunities appropriately.

Health and Safety

- Manage health and safety arrangements, in liaison with the headteacher and caretakers, ensuring that these practices meet statutory obligations and that they are reflected in the school's Health and Safety Policy.
- Ensure that health and safety issues are monitored effectively, and delegate responsibility to the relevant members of staff, such as the site manager.
- Establish and implement a system that can be used to identify potential hazards, taking the relevant action from this identification.
- Organising termly H&S Meetings, including producing reports & other supporting documentation as required.

Safeguarding

- Understand the school's procedures for if a pupil discloses a potential safeguarding concern and what to do in the case of a child protection concern.
- Be a general and active advocate of maintaining excellent safeguarding standards across the whole school and improving these where possible.
- Understand safer recruitment practices, pre-employment checks and hold the responsibility to maintain an accurate and up-to-date Single Central Record.
- Ensure that staff and pupils are effectively safeguarded to minimise the risk of harm to all.

Facility and property management

- To ensure compliance with statutory servicing and maintenance of all mechanical & electrical equipment
- Maintaining an up-to-date record of the above, including costings, using Every Compliance Software.
- Producing an annual Premises Plan, covering a four-year period, for governor information and approval.
- Ensure that outsourced services achieve value for money.
- Manage catering and cleaning service, ensuring they remain consistently effective.
- Ensure that all furnishings and fittings are kept in good repair and meet relevant safety and sustainability standards.
- When new furnishings and fittings are required, ensure that they are appropriately sourced and achieve value for money.
- Manage the school's environmental impact, review wastage and consumption, and suggest well-researched methods of improvement to the governing board.
- Manage school lettings, ensuring that they meet legal requirements, such as those in relation to British Values and safeguarding legislation, and that the lettings do not damage the school's ethos.

School Business Manager – Person Specification



Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> A degree in a relevant subject or equivalent experience in a similar role. 	<ul style="list-style-type: none"> In depth working knowledge of FMS Financial Software and associated monitoring tools. A recognised finance management certificate. Health and safety training. Safer recruitment training.
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> Experience of using management information systems. Experience of facilities management. Experience of setting and managing budgets. 	<ul style="list-style-type: none"> Experience of working with payroll software. Experience of recruiting for a school setting. Previous experience as an SBM. Working as part of a school's SLT. Experience of managing and implementing strategic plans and financial reporting.
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> The ability to present a wide range of specialised information to staff and other stakeholders. A proven ability to work sensitively and effectively with colleagues to help them to improve their everyday practice. The ability to lead and manage the work and outcomes of other people, as well as working in a team. The ability to prioritise their workload with conflicting deadlines, whilst maintaining a 	<ul style="list-style-type: none"> A good understanding of the principles behind school improvement, including school improvement planning, monitoring and reviewing progress. Capacity for, and interests in, enhancing further personal development. Experience of applying for school grants, fundraising and submitting bids. Awareness of appropriate safeguarding responsibilities and procedures. Awareness of appropriate GDPR responsibilities and protocols.

<p>high level of accuracy and attention to detail.</p> <ul style="list-style-type: none"> • Problem-solve and create innovative solutions. • Possess excellent ICT skills with a sound knowledge of different software packages. 	
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Personal traits

The successful candidate will be

- Committed to promoting high-quality educational provision to pupils.
- Dedicated to promoting their professional development and achieving desired qualifications.
- Able to plan and take control of situations.
- Able to adapt and respond to changing circumstances
- Committed to contributing to the wider school and its community.
- Capable of handling a demanding workload and successfully prioritising work.
- Professionally assertive and clear thinking.

Additional requirements

The successful candidate will have

- A calm and organised nature.
- Excellent verbal and written communication skills.
- Excellent time management and organisation skills.
- A flexible approach towards working practices.
- High expectations of self and professional standards.
- The ability to work as both part of a team and independently.
- The ability to maintain successful working relationships with other colleagues.
- High levels of drive, energy and integrity.
- A commitment to equal opportunities and empowering others.