

School Business Manager Candidate Information

March 2024



Recruitment and Application Pack

Thank you for your interest in the role of School Business manager at Holy Trinity C of E Primary School. This pack contains:

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application



Letter from the Chair of Governors

Dear Applicant,

Thank you for your interest in applying for the post of School Business Manager at Holy Trinity Church of England Primary School. We hope this application pack will give you a sense of the character of our school, but please do come and visit us to experience the school for yourself.

To arrange a visit, please contact Izzy Rickards
(headteacher@holytrinity.merton.sch.uk).

We are a large, voluntary aided school educating 446 pupils from a wide variety of backgrounds. Our children speak 36 different first languages and 62% are from minority ethnic groups.

We are fortunate to have modern, well-maintained buildings and an upgraded outside play area. Our pupils are well behaved and considerate towards one another. We have an engaged and supportive parent community and currently healthy financial outlook.

We were awarded an Outstanding rating at our last Ofsted inspection in 2013 and are expecting our next inspection by January 2025. We were awarded an Outstanding SIAMS rating in 2018.

The Governing Body is looking for a School Business Manager with the skills and passion to help us build on this strong foundation.

We look forward to hearing from you. Please feel free to contact me if you have any questions via email: governors@holytrinity.merton.sch.uk.

Shipra Gupta
Chair of Governors

Our Vision

We want to be the school of choice for families and staff to grow in confidence, independence, resilience and knowledge.

We want to be a safe, nurturing school, offering an inspiring broad and balanced curriculum, with strong Christian values, educating the whole child.

Our Mission

Growing together as Children of God – *inspiring, developing and nurturing*

We want our pupils to **grow** in confidence, independence, resilience and knowledge, so that all achieve their full potential and develop a life-long love of learning and of the world around us.

We work **together** with families, community and church to model positive relationships, supporting each other and acknowledging that we are stronger when we work together.

We are growing together as **children of God**, strengthening our faith, secure in the knowledge we are unique, loved and cherished

Our Christian Ethos

At Holy Trinity C of E Primary School we are proud of our strong Christian ethos, which is at the heart of all that we do. We want all of our school community to flourish and live life in all of its fullness (John 10:10).

HOLY TRINITY C of E PRIMARY SCHOOL

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FRIENDS OF HOLY TRINITY SCHOOL (HOTS)

The school is fortunate to receive strong support from an active and engaged PTA that runs events throughout the year for the school and wider community, and raises funds to help improve Holy Trinity.

In recent years HOTS has helped the school improve the outside space, paying for a new trim trail, play boat and fencing. HOTS pay for numerous workshops and special events and fund the salary for the school librarian.

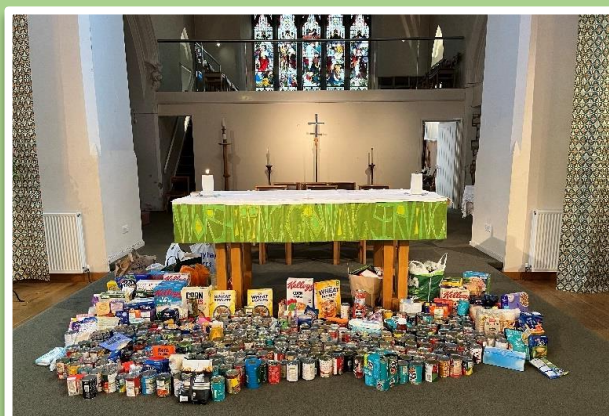


HOLY TRINITY CHURCH

We are proud of our relationship with Holy Trinity Church, part of Merton Priory parish. Our school has a strong Christian ethos. There is regular worship, often led by clergy from the parish. The parish appoints governors to the Governing Body of the school.

Children often visit church for acts of worship or for other visits.

The admissions policy of the school allocates half of places as 'foundation places', for the children of families who worship regularly in Christian churches. Amongst these, priority goes to those who worship in one of the three churches in the parish.



Job Description

Job Title: School Business Manager

Reports to: Headteacher

Direct Reports: 1 Finance Officer, 3 Admin staff,
2 Site staff

Job Purpose:

- The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team (SLT) to assist the Headteacher in their duty to ensure that the school meets its educational aims.
- The School Business Manager promotes 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.
- The School Business Manager provides overall strategic and operational leadership and management of the school's finance, HR, premises, ICT and admin functions
- The School Business Manager is responsible for the health and safety management of the school in partnership with the Headteacher and Premises Manager.



Duties

Leadership and Management

1. Participate in meetings with Headteacher and Deputy Headteacher, full governing body and appropriate governor sub-committee meetings, offering strategic financial and personnel support and advice as required. Present the proposed annual budget for approval.
2. Contribute to strategic decision making within the school's SLT with the overriding objective of enhancing teaching and learning at Holy Trinity Primary School and in line with the School Improvement Plan.
3. Plan and manage change in accordance with the school's strategic and operational development plans.
4. Lead and line manage the finance, administration and premises staff, including recruitment, induction, appraisal, training and monitoring of these staff.



HOLY TRINITY C of E PRIMARY SCHOOL

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Accounting and Finance

To set up and maintain the school three year budget plan. Working with Head Teacher, Governing Body and Senior Leadership Team to ensure the school's compliance with the Scheme for Financing Schools, the LA Financial Regulations and Schools Financial Value Standard (SFVS). To have overall responsibility for the management of all financial matters including strategic planning, reporting, budgeting, systems and controls.

1. Evaluate information and, in consultation with Head Teacher and Governors' Business Committee, prepare a realistic and balanced three year budget plan
2. Set budget in a timely manner adhering to Merton's timetable ensuring sign-off and submission to LA deadlines
3. Use the agreed budget to actively monitor and control financial performance to achieve value for money and advise the Headteacher/ Business Committee of possible over spending whilst providing options for varying expenditure and income
4. Produce consistent financial monitoring (CFR) reports in line with LA/DfE requirements
5. Be responsible for maintenance and software updates for the school's finance system
6. Act as an authorised signatory as delegated by the Headteacher
7. Ensure that the asset register is maintained up to date
8. Ensure relevant insurances are in place and handle any claims
9. Keep abreast of legislative changes and continually assess to ensure the school meets any statutory requirements
10. Negotiate, manage and monitor contracts, tenders and agreements for the provision of all external support services, such as utilities, service level agreements and all building maintenance contracts in conjunction with the school's premises manager
11. Identify additional finance required to fund the school's proposed activities. Lead the development and implementation of projects to generate new income streams.
12. Liaise with SENDCo and Deputy Headteacher regarding inclusion of and monitoring of SEND funding and pupil premium grant in the school budget
13. Advise the Headteacher and governors if fraudulent activities are suspected or uncovered in accordance with the school's whistleblowing policy
14. Maximise and manage invoicing and receipts from lettings to the school
15. Ensure that claims for maternity absence are submitted and reimbursed
16. Maintain financial records and provide information for auditing purposes



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Human Resources

1. Provide strategic HR advice and support to the Headteachers and governors including management of HR issues such as long term sickness absence and disciplinary matters, co-ordinating support from the school's HR advisor where applicable
2. Ensure that all personnel related policies comply with legal and regulatory requirements. Ensure the school's equality policy is clearly communicated to all staff in school
3. Manage the administration of the recruitment process in line with safer recruitment practices and ensure full induction is carried out for all new staff
4. Manage administration of staff leavers, contract terminations, contract renewals and associated correspondence in line with HR deadlines
5. Manage the payroll services for all school staff. Prepare and maintain documentation for Governing Body Pay Committee meetings
6. Record and report on all absence providing monitoring information to the Headteacher. Manage administration of the school's staff sickness scheme
7. Prepare information for publications and returns for the DfES, LA and other agencies and stakeholders within statutory guidelines
8. Manage the school's Single Central Record of Enhanced DBS checks

Premises and Health & Safety

1. Act as the school's Health & Safety Coordinator and Fire Officer, working closely with the Governing Body Health & Safety Link Governor, providing strategic risk management advice where applicable
2. Plan, instigate and maintain records of fire practices and alarm tests
3. Ensure the school's written health & safety policy is up to date, clearly communicated, available to all people and implemented at all times

4. Liaise with Headteacher/suppliers regarding significant premises projects ensuring good quality communication between all parties
5. Ensure the safe maintenance and security operation of the school premises
6. Ensure the continuing availability of utilities, site services and equipment and that ancillary services e.g. catering, cleaning, etc. are monitored and managed effectively
7. Liaise regularly with Headteacher/Premises Manager to ensure smooth day to day running of the school premises
8. Manage the process for obtaining quotes for all projects, in line with the financial regulations included in the Business Committee requirements, delegating to the Premises Manager as necessary
9. With the Headteacher and Premises Manager carry out Health and Safety Inspections to ensure all areas of the school are compliant
10. Ensure regular review of all policies relating to management of the school premises eg COSHH, asbestos
11. Manage premises contracts for annual maintenance programmes eg heating, security, fire systems, PAT testing
12. Manage the letting of the school premises to external organisations, for the development of the extended services and local community requirements
13. Monitor the effectiveness and implementation of all service level agreements and contracts regularly to ensure best value principles are adhered to for the benefit of the school
14. Ensure awareness of risk assessment tools and their use and have an understanding of disaster recovery and business continuity plans and how they impact on pupils, staff, visitors and contractors
15. Manage budgets for all premises works/maintenance contracts
16. Lead premises development projects including scoping, funding identification, contractor selection and project management

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School Administration

To oversee the finance and administration functions in school

1. Manage the school's finance and administration teams to ensure appropriate support and develop the team to meet the objectives of the functions, including defining responsibilities and skill requirements
2. Be responsible for the systems and general management of the school's administrative function, design and maintain administrative systems that deliver outcomes based on the school's aims and goals, benchmarking where appropriate
3. Organise the distribution of information to parents, pupils and governors to agreed timescales and quality standards, and maintain and manage information including termly calendar of events
4. Oversee administration of school visits, class swimming and school lunches ensuring all applicable monies are collected via the school's online payment system
5. Manage the school's relationship with the providers of outsourced services, addressing performance standards where applicable
6. Manage suppliers and deliveries
7. Undertake ad-hoc agreed tasks as directed by the Head Teacher

Admissions

1. Support the annual Reception admissions process by liaising with prospective parents, preparing material for the Admissions Committee meeting, liaising with the Local Authority, and working with new families once places have been offered
2. Lead the Nursery admissions process by liaising with prospective parents, preparing material for sign off by the Admissions Committee in accordance with the school's Admissions Policy, communicating with successful applicants, managing waiting lists and managing nursery funding applications
3. Support the in-year admissions process by liaising with prospective parents and the Local Authority, making offers and supporting the integration of new children into the school



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Management Information Systems and ICT

1. Develop approaches to enhance existing use and future plans to introduce or discard technology in the school and manage implementation
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 the 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. Develop the school's approach to compliance with data protection regulations and direct staff and governors to manage data in a compliant manner. Manage the reporting of data breaches, working closely with the schools Data Protection Officer at the Local Authority

Other Duties

1. Lead the Performance Management process for finance, administration and premises staff
2. Liaise when and where necessary with any external organisations such as legal professionals to provide guidance for the Headteacher and governors
3. Represent the school at meetings of any external organisations raising and clarifying issues relating to the school's finances and administration and advising the Headteacher of any action point
4. Attend Full Governing Body meetings when requested to provide information, analysis and advice as appropriate; attend Business Committee meetings
5. Contribute to the wider life of the school e.g. parent/teacher association events
6. Other ad hoc senior leadership responsibilities including incident management and duties

These are the key tasks as currently defined and they are not listed in priority order. From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the grade and level of responsibility implied in it.

The duties as outlined in this job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.



Person Specification

E = Essential; D = Desirable

Education and Qualifications

First degree or equivalent qualification or a relevant professional management qualification	E
Good maths and English skills (minimum GCSE A*-C)	E
Further relevant educational professional qualifications	D
First Aid qualification	D

Knowledge and Experience

Evidence of working as part of a team in a school administration setting	D
Evidence of successful leadership experience	E
An understanding of school management and the role of the governing body	E
Experience of budgetary management and control	E
Experience of motivating and leading staff	E
Working knowledge of premises management	D
An awareness and understanding of school/ public sector finance/ resources management information systems	D
An understanding of procurement, contracts, risk assessment, health and safety and traded services in organisations	E
Experience of working effectively with a wide range of external partners	E

Skills and Abilities

Understanding of and sympathy with the Christian ethos of the school	E
Understanding and knowledge of the importance of safeguarding	E
Exceptional interpersonal skills	E
Excellent ICT skills, specifically Word, Excel	E
Exceptional planning and organisational skills including managing deadlines	E
Proactive and accountable	E
Excellent written and verbal communication	E
Proven high level negotiation skills	D
High levels of accuracy in your approach to work	E
An ability to interpret and apply legislation and regulations	E
An ability to consult and share decision making with the senior leadership team	E
An ability to follow instruction	E
Experience of providing customer focused Services	E
A responsible and co-operative attitude to working towards the achievement of the school's aims and objectives	E

Person Specification

E = Essential; D = Desirable

Personal Qualities	
Commitment to high educational, professional and personal standards	E
Respect for young people and their needs	E
A passion for inclusive education	E
A total commitment to equal opportunities	E
A high degree of motivation, positivity and willingness to be involved at all levels	E
A strong awareness of professionalism and confidentiality when dealing with all duties	E
Aspirational and ambitious for self and others in the organisation	E
A good sense of humour	E

Other Requirements	
Excellent record of attendance and punctuality	E
Compliance with all safer recruitment checks including enhanced DBS and Barred list checks)	E
Understanding of how to contribute to the wider life of the school	E

Application Information

Role Details

Role	School Business Manager
Grade	ME 12 to ME14, depending on experience
Salary	£40,833 - £51,093 (prorated to £37,331 - £46,711)
Weeks Per Year	41 (term time + inset days + 2 weeks)
Hours Per Week	35
Start Date	As soon as possible

School Visits

We strongly recommend you visit the school before applying. Visits can be arranged by contacting our Headteacher, Mrs Izzy Rickards (headteacher@holytrinity.merton.sch.uk / 020 8542 1591)

Application Form

Applications must be submitted using our application form (we do not accept CVs), which can be downloaded from the school's website (https://www.holytrinity.merton.sch.uk/web/job_vacancies), from eTeach.com or [tes.com/jobs/](https://www.tes.com/jobs/)

Completed applications can be emailed to headteacher@holytrinity.merton.sch.uk or delivered to the school:

Holy Trinity C of E Primary School
Effra Road
Wimbledon
London
SW19 8PW

Application Deadline and Interviews

The application deadline is Monday 18th March, with interviews in w/c 25th March