

# Ashbrow School

## School Business Manager Recruitment



## Contents

1. Welcome letter
2. Key Facts, Statistics & Location
3. Our Vision and Values
4. Copy of the advertisement
5. Job Description
6. Person Specification
7. Equal Opportunities
8. Application Process
9. Key Dates summary





Ashbrow School  
Ash Meadow Close  
Sheepridge  
Huddersfield  
HD2 1EX

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Email: [office@ashbrowschool.org.uk](mailto:office@ashbrowschool.org.uk)  
Website: [www.ashbrowschool.org.uk](http://www.ashbrowschool.org.uk)

## 1. Welcome Letter

Dear Applicant,

We are delighted that you have shown an interest in the role of School Business Manager at Ashbrow School.

Ashbrow is a wonderfully unique school with a rich learning environment, an engaging curriculum and a strong commitment to raising standards. We have high expectations of behaviour and progress is good. At Ashbrow we strive to create a special place where all children, parents, carers, governors and staff feel valued and respected. It is our vision to nurture and promote achievement for all, through working in partnership with our families. We want everyone in our school community to enjoy learning and coming to our school!

Our children are delightful. They are enthusiastic, highly motivated and eager to learn and they are at the heart of all we do. We maintain the drive to fulfil our mission statement, "Their minds and their futures are entrusted in our hands for a few brief years of childhood. We must do all in our power to serve them well." (Pugh, C. 1996 Contemporary Issues in the Early Years).

The school is brimming with potential, though of course, is not without its challenges. We value our children and always put their needs first. We aim to support children on their learning journey, providing them with opportunities and experiences that encourage them to become happy, independent learners who have skills to enable them to be the best they can be and achieve their aspirations in life.

More so than ever, schools are finding themselves under increasing demands.

We are seeking to appoint a highly motivated School Business Manager who will work in partnership with the headteacher and the governing body to build on our strengths, whilst addressing our school improvement priorities.

The school has a sizeable budget allocation which needs careful planning and management to ensure staffing, premises, occupation and supplies and services are maintained in line with the school development plan priorities. The current primary school has evolved from separate infant and junior schools which came together in 2012, and as such has a large school site, with numerous buildings which requires constant maintenance and management. The administration department has a team of four, in addition to the role of school business manager. The role has become available as the current school bursar takes retirement.

Applicants are encouraged to visit our school, in line with current guidance.

Further information about our school can be found on the website: [www.ashbrow.org.uk](http://www.ashbrow.org.uk)

Thank you for your interest, we look forward to receiving your completed application and to meeting you in due course.

Good luck!



## 2. Key Facts and Statistics



Type of School	Local Authority Maintained Primary School Two form entry
Age Range	3-11 years
Number of Children	436
Children with SEN support	112 children (25%)
Children with an EHCP	8 children (2%)
Children with English as an additional language	167 children (38%)
Children eligible for FSM	183 children (42%)
Pupil Premium eligibility	190 children (44%)
Number of languages spoken across school	28
Pupil mobility 2019-2020 up to April	62 children (14%)
Staffing numbers	Teachers 21, classroom support staff 46, admin staff 5, learning mentor team 8, caretaking, cleaning and kitchen staff 14

### Location

Ashmeadow Close  
Sheepridge  
Huddersfield  
HD2 1EX

Email: [office@ashbrowschool.org.uk](mailto:office@ashbrowschool.org.uk)

Telephone: 01484 452128



### The School Site

The school site comprises of a number of buildings with a large outdoors area.

- The Key Stage 1 Building
- The Key Stage 2 Building
- The Nursery Building
- The Community House
- The Lodge and the Mini Lodge
- Various outbuildings and garages
- Key Stage 1 playground and field area
- Key Stage 2 playground and field area
- The 'World in our Pocket' garden/Forest area
- The Apiary
- The Cycle Track

### 3. School Vision and Ethos



Children come to our school to be happy and successful. At Ashbrow we strive to develop positive young people who love to learn, to contribute and to achieve.

We offer pupils a dedicated team of staff who are committed to developing the knowledge, skills, attitudes and understanding which will enable children to enjoy learning, achieve success and to feel content and fulfilled. We ensure that our children learn about, and have confidence in, themselves as learners. We are ambitious for our pupils, setting goals and holding high aspirations for their future.

As an inclusive, caring school where every child matters, we recognise that all children have talents and abilities to celebrate, and a part of our role is to help them discover and develop these. We encourage a strong community spirit, where we show consideration and respect for each other; understand differences, and uphold kind, well-mannered behaviour.

The learning community of Ashbrow School has a shared vision that every child deserves to be the best that he/she can be. We challenge and develop our children to become curious, autonomous learners who are inspired and stimulated through a rich and varied curriculum; appropriate to individual needs. We develop children's learning skills and by setting high expectations and working relentlessly strive to instil high self-esteem and self-belief.

We aim to:

- become a unique school which meets the needs of the Twenty-First Century learner
- support and challenge children so that they become happy, engaged and independent learners
- ensure children are leaders of their own learning to satisfy their natural curiosity
- ensure children receive a, relevant yet innovative education
- be a truly inclusive school where children have the equal opportunities to excel in their learning
- be an effective team
- live our values in everything that we do
- inspire new learning and create awe and wonder
- provide a high quality, purposeful learning environment
- develop effective relationships with families and the wider school community
- be the best that we can be

#### Our Values

At Ashbrow every individual is valued for who they are and what they contribute to our school community.

Learning at Ashbrow is underpinned by our values of:

Respect, responsibility, hope, belonging, tolerance, determination, patience, compassion, kindness, honesty, excellence, cooperation, courage, inspiration and friendship.

At the heart of the Ashbrow School is **HOPE**. Hope for our community, our families and essentially our children. Hope that our children will always aspire to be 'the very best they can be' and achieve success in life. The ethos of the school is based on that belief. We need to support our children to gain specific skills to enable them to succeed in life. Some of these are academic skills whilst others are personal. Both are equally important. Having a good knowledge of the community we serve has helped us to identify specific 'drivers' for our school. These drivers are visible in the everyday life of the school, in all that we do, say and provide for our children. The drivers are apparent to all who walk through the school gates.

Our school drivers are:

**Communication** – sending, giving and exchanging information and ideas, which may be expressed both verbally and non-verbally

**Ambition** – an eager or strong desire to achieve

**Respect** – the willingness to show consideration or appreciation

**Enterprise** – a readiness to embark upon new ventures, with boldness and energy

#### British Values

At Ashbrow we have shared and reflected upon what British values mean to us. Tolerance and respect are also our school values which are reinforced regularly and in age appropriate ways. We want our school community to be proud of their nation and understand how they can contribute as effective citizens. We understand that this important process begins at a very early age and we seek to nurture this at Ashbrow School.

#### **4. Job Advertisement**

**School Business Manager**

**Salary Grade 11**

**Start date As soon as possible**



#### **Working Together for Children and Families**

Ashbrow School is a vibrant, caring school, which celebrates a strong family ethos. We strive for excellence in all we do and have great ambition for our children. The school has a strong and ambitious vision to make a fundamental difference for all pupils. We endeavour to take every advantage of our stunningly beautiful surroundings, ensuring that learning reaches beyond the classroom and the children have every opportunity to 'be all that they can be'. Our diverse community is highly valued by our families and staff and as a school we expect everyone to actively contribute to and promote our strong, positive ethos.

#### **At Ashbrow we put the children at the heart of all we do.**

The governors at Ashbrow are seeking an ambitious and energetic professional with a proven track record

The School Business Manager is a key member of the Senior Leadership Team (SLT). It combines the leadership of a business management support team of staff in the delivery of key support services and activities, whilst acting as a professional lead to support the headteacher in all aspects of school business operations relating to:

- Strategic finance and budget planning
- Financial management and monitoring
- Premises management
- Health and safety management
- Project management including aspects of building and capital projects for school improvement
- Management information systems

This is an ideal position for someone with knowledge of financial planning and budget setting principles, previous people management experience and sound communication skills.

If you are dynamic and solution focussed, who can maintain perspective even when under pressure then we would love to hear from you.

Visits are warmly welcomed from prospective candidates. Please note that currently, visits to school will only be arranged outside of the school day and in line with social distancing guidelines.

To arrange a visit please contact Katrina Smith on 01484 452128.

Ashbrow School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) clearance is required for this post prior to commencement.

Closing Date: 4<sup>th</sup> March 2021

Shortlisting: 5<sup>th</sup> March 2021

Interviews: Week commencing 8<sup>th</sup> March 2021

#### **Mission Statement**

Their minds and their futures are entrusted in our hands for a few brief years of childhood. We must do all in our power to serve them well

Pugh, C. 1996 Contemporary Issues in the Early Years

## 5. Job Description

**Job Title:** School Business Manager

**Grade:** 11



### **PURPOSE OF JOB**

Schools are providers of education, and extended learning services, all of which benefit pupils, parents and the local community. The school/college is a diverse employer that encourages the development of its staff who in turn deliver quality services to pupils and parents whose expectations are constantly rising both in terms of better services and access to them. Employees feel that they are contributing to the local community and making a difference to people's lives whilst working in a dynamic, fair and flexible environment.

The School Business Manager will be a member of the Senior Management/Leadership Team within School, providing strategic support to the Headteacher and Governing Body on all aspects of school business management ensuring the school makes the best use of its resources.

The role requires an individual with a recognised accountancy / finance / business degree or the advanced diploma in School Business Management and to be experienced in accounting procedures, budget monitoring, estate management, project management with effective supervisory and IT skills.

Good interpersonal skills are important for this role as you will be required to develop and maintain effective working relationships with a wide range of people in order to obtain and present information, provide advice and carry out duties in relation to all school business matters.

You will be expected to carry out your duties in line with the Kirklees / school policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, contract of employment, induction, ongoing performance management and through School communications.

### **Key Areas**

#### **1. Financial Management**

- Take the lead in the day to day management of a large school budget of between £500,000 and £5million, taking into account value for money and best practice, for approval by the Headteacher and Governing Body.
- To advise the Headteacher, Senior Leadership Team and Governing Body on financial planning, prepare appraisals for specific projects and to develop a long term financial strategy ensuring the future development of the school.
- Responsible for the management of the schools accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review.
- Responsible for monitoring all accounting procedure, identify areas of risk and to resolve any problems, including:
  - The ordering, processing and payment of all goods and services provided to the school
  - The operation of all accounts, ensuring a full reconciliation is undertaken at least once a month
  - Maintain an assets register
- Responsible for the administration of the payment of all invoices for expenditure and income collection in accordance with payment timescales and the School's & Local Authority's procedures.
- Responsible for the collection, accounting and banking of all cash received by the school including the preparation of the school's funds account and recommendations on the most appropriate investment initiatives.
- To interpret financial regulations and provide advice to staff on the effective use of financial systems and procedures.
- Responsible for budget forecasting, identifying trends and hot spots.
- Identify a range of solutions for Senior Leadership Team, and governing body if appropriate, to consider along with appropriate recommendations.

- To attend full Governing Body and finance sub committee meetings along with any other relevant meetings relating to financial and procedural matters, as directed by the Head teacher.
- To proactively seek and manage additional finance streams including fundraising, bids and asset-management processes.
- To undertake effective procurement processes to ensure value for money.
- Analysis of data, financial information providing advice and solutions where appropriate.
- Provide timely and accurate data / reports to a variety of stakeholders.
- Ensure compliance with statutory, legal and any other pre-determined deadlines.
- Provision of financial budgetary and monitoring information in accordance with the School's & Local Authority's policies and procedures and other financial regulations and requirements.
- To ensure financial summaries, variances and other related reports are produced and distributed to the Head teacher and Governing Body, as required

## **2. Estate and Asset Management**

- Responsible for making decisions regarding the school premises in line with budget provision and operational requirements and evaluating tenders ensuring best value.
- You will liaise with outside bodies and / or contractors ensuring that the work schedules and the work is carried out to the required standards and within the appropriate timescales.
- To manage the Life cycle costs and replacement of assets to maintain the high standard of the premises and estate.

## **3. Management Information ICT Systems & Equipment Management**

- Responsible for the development, implementation, maintenance and monitoring of all systems ensuring they are fit for purpose, including the setting up of appropriate application tools for the purpose of budget proposals.
- Communicate the schools strategy and policies, including Data Protection for regarding the use of technology across the school, arranging training where appropriate.
- To ensure the management and maintenance of inventories and records of all school resources and ensure that staff comply with recognised procedures.
- Responsible for the security, monitoring and control of access to systems and ensuring daily back up and safety of systems.
- You will provide guidance, advice and support to the Governing Body and SLT on the process and use of pupil data management systems ensuring that the data is effectively managed in line with national and local standards.

## **5. Staff Management**

- You will lead a multi disciplined team of support staff across the whole school, including the allocation, co-ordination of work, staff development and training.
- You will evaluate the schools strategic objectives, obtaining information to link into workforce planning.
- To ensure there is an effective support staff structure in place to meet the school development requirements, identifying any training and development of staff.
- Ensure all staff have a clear understanding of the policies and procedures and carry out their duties in line with these policies and procedures.
- Make use of specialist expertise in relation to HR and payroll issues.

## **6. Whole School Projects**

- You will lead and manage a number of significant whole school projects, which can range from a refit, a major refurbishment or modelling pupil behaviour providing, feedback to the Senior Leadership Team as appropriate.
- You will be responsible for the development, implementation of all aspects of the projects ensuring compliance with any statutory legislation, Local Authority requirements and the pre-determined timescales.



## **7. General**

**The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.**

As part of your wider duties and responsibilities you are required to promote and actively support the Schools and Local Authority's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

Carry out your duties with due regard to current and future School's/Local Authority's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, and ongoing performance development and through School's communications.

**RESPONSIBLE TO:      Head Teacher**

## 6. Person Specification

### Post Title: School Business Manager

#### Grade: 11



Attributes	Criteria	How Identified	Rank
<b>Relevant Experience</b>	1.1 Experience of financial management at a senior level in either a school, public or private sector.	Application Form / Selection Process	A
	1.2 Experience of training, development and supervision of staff – including work allocation.	Application Form / Selection Process	A
	1.3 Experience of computer based accounting procedures, budget setting, monitoring and preparing financial reports.	Application Form / Selection Process	A
	1.4 Experience of income generation (i.e. sourcing and securing additional funding).	Application Form / Selection Process	A
	1.5 Excellent skills including use of IT Skills and software used in schools (including word processing, spreadsheets, database, e-mail and internet).	Application Form / Selection Process	A
<b>Education and Training</b>	2.1 Educated to GSCE level or above in English and Maths or able to demonstrate ability to work at least at that level.	Application Form / Selection Process	A
	2.2 Certificate or Diploma of School Business Management, or working towards this qualification, or equivalent qualification.	Application Form / Selection Process	A
	2.3 Accounting or Business Studies qualification (NVQ 4 / HND) or ability to demonstrate equivalent experience.	Application Form / Selection Process	B
<b>General and Specialist Knowledge</b>	3.1 Knowledge of computerised financial management.	Application Form / Selection Process	A
	3.2 Knowledge of developments in Local Management of Schools.	Application Form / Selection Process	A
	3.3 Knowledge and understanding of premises management (i.e. repairs, maintenance, work schedules)	Application Form / Selection Process	A
	3.4 Understanding of and commitment to high levels of customer care.	Application Form / Selection Process	A
	3.5 Understanding of and commitment to Health and Safety in a school setting and how it relates to the duties of the job.	Selection Process	A
	3.6 Appreciation of the need to maintain strictest confidentiality about all matters concerning to the school.	Selection Process	A

	3.7 Understanding of and commitment to the Local Authority's Equality and Diversity Policy and how it relates to the duties of the job.	Selection Process	B
<b>Skills and Abilities</b>	4.1 Ability to work on own initiative and contribute to effective working of the team.	Application Form / Selection Process	A
	4.2 Ability to prioritise, produce and present complex financial information and reports, working to tight deadlines.	Application Form / Selection Process	A
	4.3 Ability to communicate effectively, sympathetically and confidentiality at all levels.	Application Form / Selection Process	A
	4.4 Ability to supervise / manage a team including allocation of work and performance management.	Application Form / Selection Process	A
	4.5 Ability to lead and manage Programmes and Projects of works as allocated by the Head Teacher	Application Form / Selection Process	A
<b>Additional Factors</b>	5.1 Commitment to ongoing personal training and development.	Selection Process	A
	5.2 Support the ethos of the school	Selection Process	A
	5.3 Ability to adapt and be flexible to the needs of the schools.	Selection Process	A
	5.4 Willingness to undertake an enhanced Disclosure and Barring Service check.	Application Form / Selection Process	A
	<b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>		

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

## **7. Equal Rights**

Our school is an equal rights employer. We require our governors and employees to follow our equality policies and to follow all statutory requirements concerning age, race, religion, sex, sexual orientation and disability discrimination. We respect and protect the rights of people with disabilities both in terms of equal opportunity for employment and access to school's services.

### **Disabled Applicants**

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personal Specification. As an equal opportunities employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

## **8. Application Process**

Before completing the application form, please read the Job Description and the Person Specification for the post along with the accompanying information in the pack which explains the application/recruitment process.

The job description will provide you with details of the job responsibilities and its reporting relationships. The person specification demonstrates the experience, knowledge and skills that we require for the post. Please address these aspects of your professional career in your application specifically and complete the application form as fully as you can. If you do not meet the essential requirements of the post we will unfortunately not be able to shortlist you for interview.

Your references should include your present or most recent employer.

If you are disabled and need special arrangements to access the selection process please tell us on the application form what we can do to adapt our processes so that you are able to compete with others on an even footing.

We hope that once you have received the information about and researched our post, you feel inspired to come and look around our wonderful school. We warmly encourage visits and invite you to contact Katrina Smith in the school office to arrange a visit. Visits will currently take place outside of the working school day to allow for Covid-19 restrictions

Application forms are accepted by email: [office@ashbrowschool.org.uk](mailto:office@ashbrowschool.org.uk), by post (please be advised postage required will be a 1st or 2nd class large letter stamp) or delivery by hand to the main school reception. Please ensure your application reaches us by noon on Thursday 4<sup>th</sup> March 2021

### **Job Sharing**

Job share applicants are welcome to apply for all full-time posts unless otherwise stated in the advertisement.

## **9. Key Dates Summary**

Application closing date	4 <sup>th</sup> March 2021
Visits to school by prior arrangement	24 <sup>th</sup> February 2021 or 1 <sup>st</sup> March 2021 at 3.30
Shortlisting date	5 <sup>th</sup> March 2021
Assessment and interview dates	Week commencing 8 <sup>th</sup> March 2021
Start date	As soon as possible

In light of the current guidance for the Covid-19 pandemic, it is expected that the assessments and interviews will take place via a remote/virtual recruitment process.

Thank you again for your interest in the vacancy; we look forward to receiving your application and meeting you.